



Organisation	Preston North End FC
Position	Training Ground Security Officers – Two part time positions.
Salary	Depending on experience (Hourly rate of pay)
Location	Preston North End First Team Training Ground, Dodney Dive, Lea, Preston, PR2 1XR
Type of Contract	Part-time permanent
Job Reference	PNE1025
Closing Date	Wednesday 6th September 2017

Preston North End are looking for two hardworking, enthusiastic, self-motivated individuals as a job share for the role of Training Ground Security Officer(s).

Reporting directly to the maintenance manager, you will be responsible for opening up or locking up on a daily basis, to ensure all visitors are authorised and to supervise contractors and deliveries.

Contractual Status:

Part-time permanent.

How to apply:

The closing date for these positions is Wednesday 6th September 2017 at 5pm, and applications can be sent via email to jobs@pne.com or via post. Please include the job reference PNE1025.

Please fill out the application form and send along with a covering letter via email to jobs@pne.com, clearly stating reference PNE1025.

Please also complete the equal opportunities monitoring form and return to the address below in a sealed envelope. Full details and the required forms can be downloaded below.

FAO Business Development Manager
Preston North End Football Club
Sir Tom Finney Way
Preston

PR1 6RU

Interview Dates:

Interviews will take place on Friday 8th September 2017.

The role is subject to two work references and a satisfactory DBS check.

JOB DESCRIPTION	
1.	
Job Title	Part time training ground security officer(s)
Salary	Depending on experience (hourly rate of pay)
Hours of Work	The training ground facility is to be manned from 7.30am to 4pm six days a week. The role will be split into a morning and an afternoon shift as follows; 7.30am to 12 noon or 12 noon to 4pm Monday to Sunday. Your standard working week will be a minimum of 24 hours. You must be flexible to work full time to cover holidays and sickness and seven days a week if and as required.
Location	Preston North End First Team Training Ground, Dodney Drive, Lea, Preston, PR2 1XR.
Responsible To	Maintenance Manager.
Responsible For	N/a
Contractual Status	Part-time Permanent.

<p>2.</p> <p>Overall purpose of the Job</p>	<p>You will have key holder responsibilities to open up or lock up the first team training ground facility for the players and management staff on a daily basis.</p> <p>To patrol the training ground and the surrounding areas regularly to ensure it is a safe environment.</p> <p>To challenge all unauthorised visitors to the site at all times.</p> <p>Supervise contractors on site and log entry and departure.</p> <p>Work closely with the Maintenance Manager to keep up to date with any maintenance or repair issues required.</p> <p>The role requires you to work on your own for the majority of the time, your base of work will be in the security booth situated close to the entrance gates to the training ground facility.</p> <p>To carry out Legionella testing fortnightly.</p> <p>The role requires you to be flexible, self-motivated and organised.</p> <p>Full training will be provided as will a Club uniform.</p>
<p>3.</p> <p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. A key holder to open up or lock up the training ground facility on a daily basis. 2. To challenge all unauthorised visitors. 3. To patrol the training ground and surrounding areas.
<p>General</p>	<p>To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to, with notice, work additional hours and flexible hours to cover holidays and sickness and where the needs of the football management staff require.</p> <p>Full training will be provided as will the opportunity to work towards an SIA badge (Security Industry Authority).</p>

PERSON SPECIFICATION	DESCRIPTION
1. EXPERIENCE , KNOWLEDGE AND QUALIFICATIONS	
Essential	<p>A minimum of two years previous experience of working in a similar professional environment.</p> <p>Excellent communication skills and have the ability to build good relationships at all levels, internally and externally.</p> <p>Must be flexible, presentable and reliable.</p>
Desirable	<p>An up to date SIA Badge (Security Industry Authority) would be preferred but not essential as full training will be given.</p>

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Preston North End Football Club is an equal opportunities employer.