**JOB VACANCY | Stadium & Facilities Manager (Part-time)**

Greenock Morton FC are currently looking to recruit a Stadium & Facilities Manager to oversee the maintenance of Cappielow Park on a part-time basis.

The role will be focused on the maintenance and development of Cappielow Park and addressing any issues and concerns relating to the fabric of the building and stadium. The Stadium & Facilities Manager will also work with contractors to ensure the upkeep of planned auditing, testing and works to be carried out around the stadium.

Further details regarding the role including a job description can be found by CLICKING HERE.

Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their CV. Applications should be submitted prior to 5.00pm on Friday 5th April 2024.

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| **Application Instructions** | All applicants should submit a Covering Letter and Curriculum Vitae (CV) in support of their application for the role.  **Email applications should be sent to:**  General Manager, Dale Pryde-MacDonald by emailing:  [dale.pm@gmfc.net](mailto:dale.pm@gmfc.net)  **Postal applications should be sent to:**  Dale Pryde-MacDonald  General Manager  Greenock Morton Football Club  Cappielow Park supported by Dalrada Technology  Sinclair Street  Greenock  PA15 2TU |
| **Application Deadline** | 5.00pm on Friday 5th April 2024 |
| **Interview Dates** | Interviews will take place on the week of 8th April 2024 |
| **Role Start Date** | TBC (dependant on situation of successful candidate) |
| **Employment Statement** | Greenock Morton FC is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission. |

**Job Description:** Stadium & Facilities Manager (Part-time)

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| **Job Title** | Stadium & Facilities Manager (Part-time) |
| **Department** | Club – Reports to General Manager |
| **Key Contact Internal** | Board, General Manager, Head of Departments, Community Trust |
| **Location/Requirements** | Based at Cappielow Park supported by Dalrada Technology |
| **Hours/Remuneration** | 24 hours per week. Due to the nature of the post, evening and weekend work will be required based around the clubs’ fixtures. Working at home matchdays is a requirement.  Competitive and reflective of experience & skillset. |
| **Job Purpose** | The role will be focused on the maintenance and development of Cappielow Park and addressing any issues and concerns relating to the fabric of the building and stadium. The Stadium & Facilities Manager will also work with contractors to ensure the upkeep of planned auditing, testing and works to be carried out around the stadium. |
| **Duties and Responsibilities** | Provide leadership to ensure Cappielow Park remains operational and functional for football matches and all other events being hosted, including working alongside the board of directors and management on capital investment projects.  Line manages stadium operations team (cleaning and maintenance) comprising of both full-time, part-time and volunteer staff.  Liaising with contractors on works to be completed around the stadium and ensuring safe operational practices conducted by specialist sub-contractors.  Manage and plan stadium maintenance to meet standards outline in SFA Club Licensing and SPFL Ground Regulations.  Lead the club’s operational stadium management programme which can be designed to suit the role holder. This should include the pre-requisite weekly and monthly checks and inspections that should be kept.  Management of record keeping in relation to HSE & Fire Safety.  Act as the designated health and safety professional for the club, including but not limited to ensuring the highest standards are met in terms of H&S and conduct relevant training for staff as required.  To ensure that all Stadium & Facilities KPI’s are met and delivered. |

**Person Specification:** Stadium & Facilities Manager

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| **Qualifications** | **Essential** | **Desirable** |
| Valid full (UK) drivers license | a |  |
| Emergency First Aid Certificate |  | a |
| Disclosure Scotland Check |  | a |
| **Skills & Knowledge** |  |  |
| IT Skills to include the ability to use Microsoft Team (Word, Excel, Powerpoint, Outlook, Teams) | a |  |
| Previous Facilities Management experience and experience of managing a building or infrastructure project. | a |  |
| Working knowledge of HSE standards and a willingness to be the lead on all HSE & Fire Safety matters. | a |  |
| Knowledge and experience of SFA/SPFL Stadium & Facilities requirements |  | a |
| Experience of managing teams or groups of people with different skillsets and abilities | a |  |
| Strong organisational skills | a |  |
| Excellent communication & presentation skills | a |  |
| Strong timekeeping and time management skills | a |  |
| **Attitude/Behaviours** |  |  |
| Take responsibility for ensuring a high quality of work | a |  |
| A genuine team player who will support and motivate other members of the team | a |  |
| An adaptive individual who can cope well in high-pressure situations | a |  |
| A proven ability to multi-task and manage multiple projects | a |  |
| **Personal Qualities** |  |  |
| Hardworking & enthusiastic | a |  |
| Meticulous attention to detail | a |  |
| Understands the importance of confidentiality and integrity at all times | a |  |
| Loyal and committed | a |  |
| Seeks to learn and develop daily | a |  |