



Job Description

Facilities and Safety Manager (0.6 fractional appointment)

Salary: £20,000 (pro rata)

Background:

Doncaster Knights are Yorkshire's leading rugby club. The most promoted club in the English leagues, the Knights are a professional team performing in the Championship with aspirations to move to the Premiership in the future. The Club, Doncaster RFC, boasts excellent playing, conferencing and events facilities hosting rugby matches at all levels from international women's games to grassroots, minis and juniors. The event facilities currently host major conferencing along with weddings and social functions. Employing over 50 full-time staff, including events staff, administrative, commercial marketing and grounds staff, we are a significant employer in the local area. We also employ many casual staff to help with matches and events.

Description of post:

This is an exciting opportunity to help us create and maintain a well-functioning, secure and safe work environment. Our site at Castle Parks consists of the various buildings and structures you would expect at a major sporting venue. The successful individual will be responsible for coordinating and managing all maintenance, redevelopment (where required) and health and safety functions of these buildings. Ideally the successful candidate will have a knowledge of sporting and conferencing venues and will support the General Manager with the day-to-day operations of the site alongside our events management.

The role will include managing relationships with any contractors, negotiating contracts and ensuring that contractors deliver services in a timely and effective manner. They will regularly inspect devices, structures, and systems (such as fire alarms and air conditioners) identifying the need for repairs and renovations. The successful candidate will be able to support the General Manager in bidding for improvement grant funds where appropriate.

You will also be required to develop and implement maintenance and safety systems alongside appropriate required record keeping and liaise with both external and internal clients including the RFU and City of Doncaster Council.

Main duties and responsibilities:

1. Be an autonomous manager reporting directly to the General Manager;

2. Oversee any day-to-day operational building issues experienced across all buildings and structures including the management of our volunteer maintenance team;
3. Be the first point of contact for any building or health and safety enquiries making sure that health and safety standards are met and arranging for repairs when needed;
4. Perform regular inspections of all premises to identify and address any maintenance issues promptly.
5. Create a work plan that is proactive and long-term to ensure both property maintenance and health and safety;
6. Respond to maintenance requests and prioritise tasks based on urgency;
7. Organise and supervise contracted building maintenance and improvements works and assist in coordinating and overseeing external contractors for repairs and maintenance projects;
8. Monitor work undertaken by contractors and certify that work has been done satisfactorily;
9. Lead on all policies and protocols for facilities and health and safety;
10. Check devices, structures and systems (e.g. fire alarms and air-conditioners) on a regular basis and identify needs for repairs and renovations;
11. Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras).
12. Regularly check rooms and furniture to identify needs for repairs or renovations;
13. Be main point of contact for cleaning company contract and regularly auditing the work of the cleaning contractor to ensure compliance with standards;
14. Responsible for organising and administration of statutory and mandatory training relating to premises and health and safety;
15. Liaise with contractors to ensure the overall security arrangements are in place including ensuring that all staff are made aware of the procedures on security and use of the alarm systems;
16. Ensure there is an appropriate system of key holding management and that periodic checks of site security i.e., CCTV and intruder alarms are conducted, and that appropriate progress is followed through.
17. Responsibility for the operational management of all buildings including out of hours contact, security, access, and weekend working.
18. Manage and prioritise schedule of preventative maintenance requirements and have a significant input on refurbishments of existing premises in accordance with agreed priorities, timescales, and budget.
19. To undertake other duties commensurate with the level and responsibilities of this post.

Equal Opportunities:

We are committed to providing a non-discriminatory and harassment free working environment for all our employees.

Relationships:

The Facilities and Safety Manager will be responsible to the General Manager and work in collaboration with our Grounds team, Events Team and Hospitality manager.

Qualifications:

Whilst we would expect that any suitable candidate is qualified to an appropriate level with necessary professional qualifications, experience is just as important. We are looking for a dynamic, enthusiastic and experienced facilities and health and safety manager who can take Doncaster Knights professional support team to the next level. With a clear track record in building construction and maintenance we also expect a 'people person' who can lead and inspire our team. This is a real opportunity to leave your mark on professional sport and identify with a premiership rugby team in waiting.

Remuneration will be in the region of £20,000 with a commitment to 0.6 of a full-time role and commensurate with qualifications and experience. Because of the nature of this role it is expected that the postholder will make themselves available for work as required.

And Finally....

The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.