

JOB OPPORTUNITY – SAFETY & SECURITY MANAGER

We are looking for an enthusiastic, hard-working and committed Safety Officer to work within the Club’s Safety & Security Department. The individual must be experienced and qualified in the field of work. They will work at both The City Ground and Training Ground or any other sites owned or operated by Nottingham Forest Football Club.

Key Tasks & Responsibilities

- Take responsibility for the overall management, leadership, and development of match day safety operation including preparation and close liaison with other departments with regards to the co-ordination of match day activities.
- Liaise with all associated authorities and emergency services, Police, Fire and Ambulance, SGSA, Local Authority, FA, and EFL etc.
- Develop and implement all associated policy and documentation required to comply fully with the General Safety Certificate.
- Prepare and review all necessary contingency plans.
- Consult with the Police to arrange adequate Policing and ensure that, where the Police are to be present at the stadium, there is a clear understanding of the division of duties and responsibility between them and the management.
- Monitor and manage the department cost centres.
- Oversee and manage the stewarding contracts/requirements (recruitment, training, and deployment).
- Deliver match day briefings with the appropriate match day staff/authorities.
- Carry out pre-match safety checks.
- Manage pre- and post-match internal briefings/debriefs.
- Attend at any necessary police/authority planning meetings.
- Formulate the necessary match day operational order, including risk assessments, stewarding plans, and other essential match day documentation.
- Ensure that a Safety Policy for All Persons Attending is in place and annually reviewed.
- Carry out relevant administrative duties relating to fixtures, including necessary record keeping.
- Investigate and resolve customer care issues and complaints relating to Safety & Security in an efficient and timely manner.
- Manage the Contracted Security provider.
- Continually develop, monitor, and review health, safety and security policies, procedures, and guidance in liaison with the H&S consultant.
- With the H&S consultant, monitor and manage health and safety training across the business to promote, develop and sustain a positive health and safety awareness culture.
- Ensure effective health, safety and security advice, risk assessments and guidance is received.
- Assist with the implementation of any new and existing requirements of legislation and guidance from relevant authorities.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Demonstrate the NFFC values.
- Promote the NFFC brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support other departments as and when required to promote best practice.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. The evolving nature and changing demands of our business mean this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

Skills, Knowledge & Experience	<ul style="list-style-type: none"> • Hold the NVQ Level 4 in Spectator Safety Management (or working towards). • Be an experienced Manager with a wide knowledge of the safety issues in relevant sporting venues. • Have the ability to implement and manage safety procedures at all levels. • Have experience working with large numbers of spectators/personnel. • Have the ability to exceed supporter/customer expectation whilst operating within a budget. • Hold excellent planning skills. • Be a good communicator – written and oral skills, good judgement, confident, persuasive, approachable, dependable, uses initiative, professional • Be fully IT literate, including proficiency in Microsoft Office. • Have excellent organisational skills, time management and prioritisation skills. • Have customer facing experience and possess a natural aptitude in assisting people. • Meticulous standards. • Have a friendly, positive ‘can do’ and courteous attitude.
Other	<ul style="list-style-type: none"> • You may be asked to undertake additional duties to those above, either on a temporary or permanent basis, which the Club reasonably believes you can carry out, or for which you will be trained. • Relevant professional, ethical and health and safety standards apply. • You will be required to demonstrate your commitment to equality, inclusion and anti-discrimination at all times, including attending relevant training as and when required. • You will be required to work prior to all home matchdays and prepare the kit for away games. • Must have a flexible approach to the days and hours of work required.
To Apply	<ul style="list-style-type: none"> • Application is via CV to jobs@nottinghamforest.co.uk • Closing Date: Monday 21st September 2020 • Interview date: TBC • The interviews will be held at the City Ground, we will email you the details of the interview if you have been selected to attend.
Equal Opportunities Commitment	<p>Nottingham Forest Football Club is an equal opportunities employer and welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.</p>