



## Job Description

<b>Job title:</b>	Match-Day and Events Safety Officer
<b>Reports to:</b>	Head of Operations and Facilities Chief Executive (on match days)
<b>Location of work:</b>	The 1 <sup>st</sup> Central County Ground and outground festivals
<b>Responsible for:</b>	Deputy Match-Day and Events Officer Match- day staff
<b>Start Date:</b>	1 March 2020
<b>Hours:</b>	Home match-days and events (approximately 500 hours)
<b>Remuneration:</b>	Competitive hourly rate

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### Job Purpose

- To compile, maintain and review the Operational Plan, including contingency plans
- Ensure compliance with the Safety Certificate and the Club's Event Safety Policy Statement
- To ensure that the Safety Certificate issued by Brighton and Hove City Council is acceptable to the Organisation
- To oversee the whole operation and delegate to Deputy Match- Day and Events Safety Officer
- In conjunction with the Head of People, be responsible for the recruitment, appointment and training of all match-day stewarding staff
- To attend local authority and emergency services meetings and any other appropriate meetings
- To attend meetings called by the England and Wales Cricket Board (ECB) or Cricket Safety Officers Association (CSOA)
- To represent Sussex Cricket as Safety Officer at 1<sup>st</sup> X1 outground matches and/ or Sussex Cricket off-site events

### Key Tasks

#### Match Day

- **Prior to events ensure:**
  - All areas are well maintained and safe to accommodate spectators and a full ground check is conducted prior to each match
  - Ensure that a sufficient number of trained stewards are in position to carry out their designated duties.
  - Ensure that there is a count (manual or electronic) of the spectators to make sure that the capacity is not exceeded.
  - Maintain an accurate match-day and events log



- **Post events ensure:**
  - That the ground is inspected to confirm that it is free from signs of damage that might be of potential danger.
  - An 'End of Match' report is compiled for each match and submitted to the ECB when required

### **Equipment**

- Prior to each event and in conjunction with the Deputy Match-Day and Events Safety Officer and the Head of Operations and Facilities, check that the all equipment and systems are tested, and any faults are rectified

### **Administration**

- Ensure that all required records are maintained and kept up-to-date
- To deal with all correspondence relating to stewarding, including compliments and complaints

### **Communication**

- To be in regular contact with the Head of Operations and Facilities and the Chief Executive
- To be a member of, and attend meetings of, the Cricket Safety Officers Association (CSOA) and liaise with the ECB on safety-related matters

### **Training and Development**

- Manage, develop and motivate the team
- Ensure all administrative matters relating to the stewards in respect of pay, uniforms and welfare are dealt with in a timely, fair and efficient manner

### **Team Work**

- Work with Managers and staff to achieve the Organisation's goals.
- Develop a relationship with other departments and understand their roles
- Demonstrate behaviours consistent with the Organisation's values
- Project a positive image of the Sussex Cricket Limited at all times

**“Match day” is defined as being all 1<sup>st</sup> X1 games being played at Hove or the outgrounds.  
All other match day plans should be formulated in line with the relevant activities.**



## Person Specification

<b>1. Qualifications</b>	
	NVQ Level 4 in Spectator Safety Management (desirable). If already hold an NVQ Level 3 in Spectator Safety Management, training will be supported to achieve the Level 4 qualification in the first 12 months
<b>2. Experience</b>	
	Proven successful track record of working within similar events with large numbers of spectators (desirable)  Desirable to have a working knowledge of the expected administrative requirements
<b>3. Skills &amp; Knowledge</b>	
	Accurate numeracy skills Competent IT skills to include experience of: <ul style="list-style-type: none"> <li>a. Producing clear written reports in Microsoft Word</li> <li>b. Producing and analysing data in Microsoft Excel</li> <li>c. Email applications such as Microsoft Outlook</li> </ul>
<b>4. Personal Qualities</b>	
	Good clear communication skills and an ability to relate well to people Proactive An attention to detail and highly accurate output Resilient, with the ability to work calmly and politely under pressure, both on own initiative and as part of a team A team-player who can motivate and inspire others to achieve excellence A professional attitude and appearance A positive approach and a “can-do” attitude Emotionally intelligent Flexibility with regards to working hours and patterns of working to include weekend and evening working A commitment to continuous improvement High level of confidentiality Tactful and diplomatic Collaborative Resilient Values-driven Sound independent judgment

To apply for this role, please send your CV and a cover letter outlining how you meet the requirements to [recruitment@sussexcricket.co.uk](mailto:recruitment@sussexcricket.co.uk).

Closing date for applications: **5pm on Wednesday 8 January 2020**

Please note that late applications will not be accepted

Strictly no agencies thank you