

Role Title:	Facility Supervisor (Sessional)
Reports to:	Operations Leader
Responsible for:	None
Contract Term:	Zero Hour Contract
Location:	LNER Stadium, Lincoln, LN5 8LD

Role Purpose

Lincoln City Foundation utilises the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, aiming to inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

The organisation is the operating management of the outdoor 3G facility at LNER Stadium, Lincoln, which is used to delivery leisure participation sessions and delivery high quality training across the Football Development programme and external customers. Working under the Lincoln City brand the facility supervisor will:

- Report to the Operations Leader with any preventative and reactive maintenance issues
- Demonstrate excellent customer service skills for any patrons of the LNER 3G facility.
- Be available for emergency call outs and some late working, by arrangement, will also be required.

Key Responsibilities

- Demonstrate excellent customer service skill for any patrons of the LNER 3G facility.
- Reporting to the Operations Leader any preventative and reactive maintenance issues.
- Ensure all aspects of the facilities management and surrounding premises are managed safely and in line with legislation and regulatory requirements
- Report any health and safety or maintenance concerns to Lincoln City Foundation team in a timely and succinct manner
- Complete all cleaning tasks as required
- Support the completion of risk assessment and safe facility protocols
- Carry out other maintenance duties as considered reasonable by the Foundation.
- Ensure that all accidents and near misses witnessed are reported
- Ensure the security of the facility during periods of limited usage and during closed periods.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by

Person Specification
Education/Qualifications

Health and Safety, COSHH and manual handling training	Desirable
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Knowledge and Experience

Experience of working in a similar role	Essential
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An understanding of Health & Safety Regulations and good practice procedures	Essential
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Experience of customer service	Essential
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Skills and abilities

Attention to detail and an aim to provide a quality service	Essential
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Can work under own initiative and under limited supervision	Essential
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Good communications skills	Essential
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Ability to problem solves and respond to emergencies in a prompt and systematic manner	Essential
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Reliable, punctual and trustworthy	Essential
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Equality & Diversity

Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	Essential
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Able to work within a diverse community and draw on individual strengths to promote equality & diversity	Essential
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Other

Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
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Demonstrable empathy with 'Lincoln City Foundation's' vision and mission statements and its charitable objects.	Essential
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