

## Deputy Head of Grounds Person

### Job Description and Person Specification

<b>Position:</b> Deputy Head of Grounds Person	<b>Department:</b> Grounds Staff	<b>Reporting to:</b> Head of Grounds & Estates,
<b>Salary:</b> £30,000 - £35,000	<b>Contract:</b> Permanent	<b>Hours:</b> 37.5 per week, 5 out of 7 days

#### **Job purpose:**

To contribute to the development, maintenance and preparation of the sports playing surfaces and facilities to the highest possible standards across all sites. Assist in the operations of the Grounds Maintenance department and oversee the weekly and daily maintenance and preparation of sites. Deputise in the absence of the Head of Grounds and contribute to project planning and execution.

#### **Role Competencies:**

##### **Planning Timescales:**

- Plan and coordinate pitch maintenance and renovation activities across a 6 to 12 month timeframe to support elite-level training and match use.
- Input into long-term surface management strategies, including annual renovations and seasonal transitions, ensuring continuous playability and resilience of surfaces.
- Integrate club training schedules, match fixtures, and recovery periods into resource and workload planning for the Grounds team.
- Record and track all planned and completed maintenance through grounds management software, ensuring accuracy across operations, staff allocation, and machinery use.
- Ensure planning aligns with seasonal agronomic cycles and performance targets for professional football environments.

##### **Decision Making:**

- Make daily and longer-term decisions autonomously, including scheduling, resource allocation, and pitch prioritisation based on usage and environmental factors.
- Adapt plans to weather, pitch recovery, and unforeseen changes while maintaining high standards of safety and playability.
- Use technical judgement to advise on improvements, renovations, and investment in equipment or materials.
- Propose and implement agronomically sound solutions, ensuring all decisions consider operational sustainability and pitch longevity.
- Confidently recommend strategic changes to the Head of Grounds when appropriate.

##### **Impact & Influence:**

- Build and maintain strong working relationships with coaching staff, operations teams, and external suppliers to support seamless pitch delivery.
- Influence pitch rotation, training loads, and protection plans through collaborative discussions with key stakeholders.
- Communicate complex technical and agronomic insights in a way that supports understanding and buy-in from non-specialist colleagues.
- Represent the grounds team in meetings, presenting testing results and explaining planned works in a professional and persuasive manner.

##### **Skill Level:**

- Possess expert-level knowledge and hands-on experience in turf care, pitch testing, surface repair, and machinery operation.

- Conduct regular assessments of pitch conditions using industry-standard testing methods and apply findings to inform action plans.
- Oversee the correct and safe use of specialist equipment, ensuring optimal performance and staff safety.
- Provide technical mentoring and on-the-ground guidance to colleagues, contributing to the overall expertise within the department.
- Stay informed of current industry trends and contribute to innovation in pitch management practices.

#### **Communication:**

- Liaise regularly with directors, senior coaching staff, and internal departments to coordinate training demands, match requirements, and grounds activities.
- Provide timely and detailed written and verbal updates on pitch conditions, renovation progress, and upcoming maintenance plans.
- Prepare and deliver reports, both formal and informal, for internal distribution using technical and accessible language.
- Facilitate smooth team operations by clearly communicating job expectations, safety protocols, and workload assignments.

#### **Budget Management:**

- Contribute to the planning and management of budgets related to grounds maintenance, including turf care products, PPE, and machinery.
- Monitor expenditure to ensure purchases deliver value for money while staying within the agreed OPEX budget.
- Work with suppliers to source appropriate materials and ensure timely delivery without compromising cost-efficiency.
- Support the Head of Grounds in producing accurate forecasts and identifying opportunities for long-term savings.

#### **Lead & Develop:**

- Lead the day-to-day operations of the grounds team, ensuring all work is delivered to a high standard and on schedule.
- Provide mentoring and training to team members, including apprentices, on both practical tasks and theoretical knowledge.
- Assign responsibilities and supervise completion of tasks, fostering a culture of accountability and teamwork.
- Ensure all staff are compliant with health & safety procedures and actively promote continuous professional development (CPD) through structured plans.

#### **Operating Parameters:**

- Ensure all grounds activities are carried out in full compliance with club policies, health & safety legislation, and industry regulations.
- Conduct and review risk assessments across all grounds operations, including chemical use and machinery handling.
- Take initiative to update processes or recommend changes that improve efficiency, safety, or quality.
- Maintain equipment to operational standards and ensure all machinery is used appropriately to prevent injury or damage.
- Work independently within defined protocols but contribute to the ongoing development of departmental procedures.

#### **Essential & Desirable Job Criteria:**

- Education: NVQ Level 2 & 3 in Horticulture/Sports Turf Management. (E)
- Experience: Prior experience in sports turf industry, preferably in football. (E)

- Certifications: PA 1, 2, 6 Spraying Certificates. (E)
- Skills: Operation of sports turf machinery, pitch maintenance, pitch testing, renovations and repair. (E)
- Personal Qualities: Ability to work under pressure, flexible, and physically capable. (E)
- Additional: Full UK driving license. (E)
- Additional training in grounds management. (D)
- Experience managing larger teams. (D)
- Knowledge and experience in Health and Safety e.g. COSHH (D)

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality & Diversity** – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 180

Level: 4