



Grounds and Sports Facilities Manager

Candidate Pack



**GIRTON
COLLEGE**

UNIVERSITY OF CAMBRIDGE



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1. About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

2. Role and Department

The Grounds and Sports Facilities Manager will maintain, manage and develop the sports grounds, including all indoor and outdoor sports facilities at Girton College and its properties in Cambridge. They will also serve as the primary point of contact for sports related queries.

Summary:

Salary:

USSS Point 34– 35

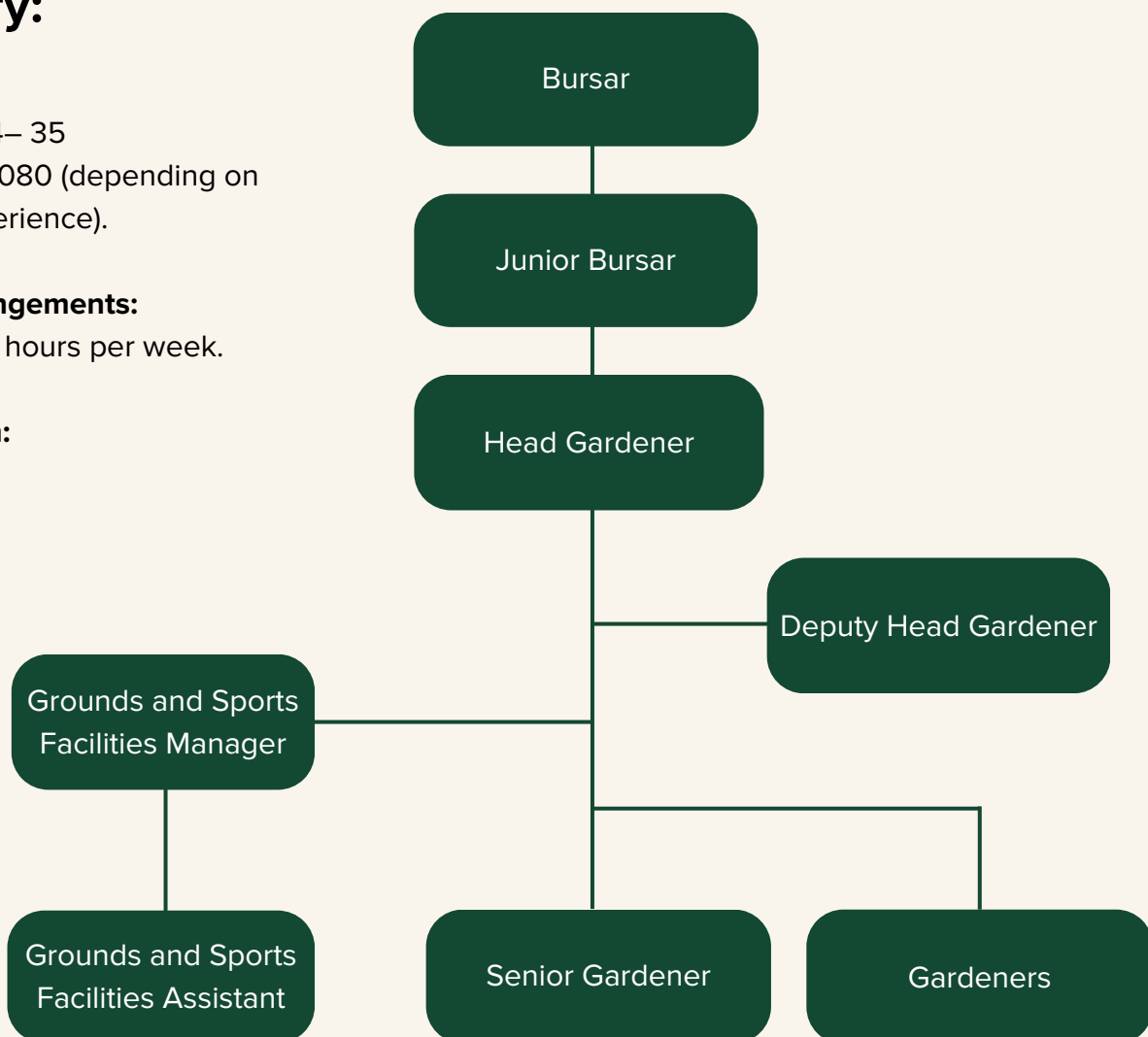
£31,326 - £32,080 (depending on skills and experience).

Working arrangements:

Full time, 37.5 hours per week.

Contract term:

Permanent.





3. Responsibilities

To undertake work required in all grounds and sports areas, including, but not limited to:

Grounds Management

- General maintenance and preparation of outdoor grounds areas and sports surfaces to the highest practicable level, including pitches, grass and hard courts.
- Continuous improvement of sports grounds using best practice and modern scientific techniques for turf management, to optimise resilience and sustainability.
- Design, install, maintain and repair irrigation systems to ensure efficient watering of the grounds.
- Maintenance of indoor sports areas and all equipment including the sports pavilion, gyms and squash court.
- Ensure, via daily inspection, that sports facilities are well presented and in good order at all times, with potential safety hazards removed and all areas kept safe for play. Pitches to be kept marked as required in accordance with Sport England guidelines.
- General grass maintenance and repair, fencing, hedge trimming and pest control.
- Maintain grounds machinery, including tractors, mowers and hand tools in good clean order and stored appropriately and safe for use at all times. Report any faulty equipment to the Head Gardener.
- Apply fertilisers, herbicides and insecticides as necessary and in line with college environmental policies.
- General cleaning and clearance of litter, leaves, snow and ice as instructed by the Head Gardener.
- As part of the Garden & Grounds team, maintain gardens and grounds work areas, offices, storage facilities and changing rooms in a clean, safe and orderly state.

Sports

- In liaison with the Head of Welfare and Wellbeing, research, develop, cost and implement proposals for enhancement and promotion of the Girton sports facilities and for related opportunities to increase sports participation and exercise.
- Assist in organising College-wide sports and events.
- Process online pitch bookings from internal and external clients. Ensure risk assessments are in place and that referees and first aiders are appointed and present for matches as appropriate and in line with college policies.
- Liaise as appropriate with Porters, the Head Gardener, Junior Bursar and the Head of Welfare and Wellbeing over bookings.
- Where possible, be present during home contact sports matches and for the annual alumni sports matches. Act as First Aider as required (training provided).
- Oversee safety inductions for the weights gym and undertake training as necessary.
- Facilitate an induction programme for sports captains and maintain close contact and good relations with captains and sports officers, ensuring they comply with college policies and procedures. Liaise with the student representatives and club captains via the sports forum and student consultation meetings.
- Act as a liaison to university sports teams (Active Sport) to keep the College informed about university initiatives and guidance.

Line Management

- Line manage the Grounds Assistant in accordance with college policies and procedures, and the expectations of the Head Gardener. Ensure their training is up to date and that objectives are agreed at annual appraisals.
- Assist the Head Gardener with recruitment and training as required.



Financial

- Assist the Head Gardener with annual budget preparation and make recommendations for the purchase of any additional equipment needed for the proper maintenance of grounds or sports facilities in accordance with the College's financial regulations.
- Provide information to the Head Gardener/Junior Bursar on cost of pitch preparation for accurate charges to external clients.

General

- The Grounds and Sports Facilities Manager may be required to work some hours on Saturdays and Sundays to prepare pitches and wickets prior to home matches. Time off in lieu may be given by arrangement with the Head Gardener.
- This is a physically demanding role which will include lifting, carrying, bending and working outdoors in all weathers.
- Attend College committees as required including, but not limited to, Sports Forum and Health & Safety Committee.
- Input as required to the development of sports facilities in association with the planned new court development.
- Assist as required by the Head Gardener in outreach events such as Open Cambridge, Schools Open Days and local community events using the gardens and biodiversity monitoring.
- Ensure that work is carried out in line with current Health and Safety regulations, in particular control and use of pesticides and operation of machinery and equipment (including tractors).
- The post holder will at all times, work in line with the College's commitment to sustainable and environmentally friendly best practice.
- Work in consultation with the other College departments, in particular maintenance and the booking office.
- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head Gardener.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed because of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.



4. About you

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Essential:

- PA1 or PA6 spraying certificate.
- Full driving license.
- NVQ Level 2 or 3 in Groundskeeping, Sports Turf Management, Horticulture or similar.
- Strong numeracy and literacy.
- 2- 3 years' experience in a similarly responsible role e.g., Head or Deputy Grounds person, regularly delivering the key duties listed above.
- Awareness of health and safety legislation.
- Ability to use and supervise use of machinery and tools relating to grounds work.
- Excellent communication skills – able to communicate effectively and confidently with staff, College members and the public, plus sports captains and officers.
- Excellent IT skills (MS Office including Teams).

Desirable:

- PA2 (boom spraying) certificate.
- NEBOSH or IOSH Health & Safety qualifications.
- First Aid qualification.
- Some knowledge of machinery maintenance.

Personal qualities:

- Self-motivated and able to prioritise and work independently.
- A collaborative team player who can work well with other members of the Gardens and Grounds team as well as the wider College – able to build and retain good relationships and service.
- Flexible and positive with the ability to adapt to changing needs and demands of the College.
- Demonstrable commitment to the College's aims and values.
- A passion for sport and widening access to sport.

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



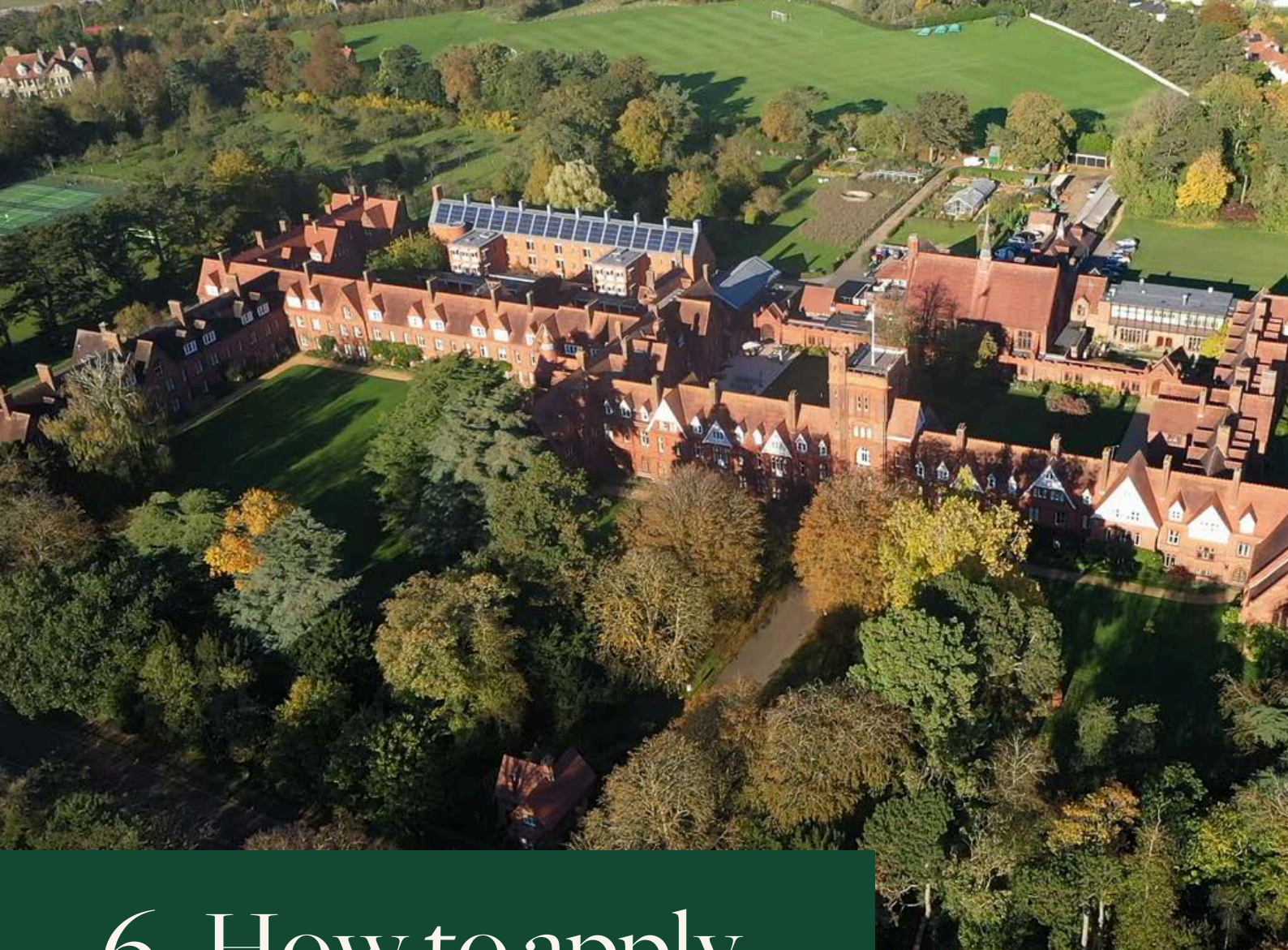
5. What we offer

A supportive and collaborative working environment as part of an extraordinary community of scholars, students, and staff.

Benefits

- 26 days paid holiday plus 8 public holidays.
- Life Assurance 3 X Annual salary.
- Employee Assistance Programme.
- Workplace Pension.
- Health Cash Plan (MediCash).
- Cycle to Work Scheme.
- Electric Car Scheme.
- Gym and swimming pool.
- Free lunch and refreshments.
- Staff discount to hold private events in College.
- Local discounts via the University.
- Access to a Holiday Play scheme.

Some of the above are non-contractual.



6. How to apply

To apply for this role, please **submit your CV and a cover letter** outlining your suitability for the position to recruitment@girton.cam.ac.uk.

The deadline for applications is 11.30 PM on Sunday 9 November

For an informal discussion about the role, please contact our recruitment office: recruitment@girton.cam.ac.uk.

Girton College is an equal opportunities employer.