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| **Job Description & Person Specification** |

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| **Position Details** |
| **Position:** Golf Course Manager  | **Department:** Grounds Maintenance  | **Reporting to**: Senior Sports Turf and Grounds Manager |
| **Overall Objective**: To Manage the development and upkeep of the Leicester City Football Club Training Grounds 9 Hole golf course and its surrounding areas to the highest possible standards. This will include the production and implementation of a working maintenance program which consists of mowing regimes, fertilizer applications, the use of bio stimulants and growth regulators.  |
| **Job Description** |
| Main duties:* Tasks to include but not limited to the use of mowing machinery on all grass areas on the golf course and its surrounding landscapes.
* Responsible for the upkeep and implementation of a maintenance plan to include aeration, scarification, fertilizers, bio stimulants, growth regulators and mowing regimes.
* To work to the highest of standards when approaching day to day works and maintaining a high standard of housekeeping.
* Quality control of all aspects of the golf course up keep including health and safety
* To work alongside the Senior Sports Turf and Grounds Manager of the Training Ground, Head of Pitches, Head Gardener and Head of Ecology.
* To be involved in weekly management meetings with the Grounds Managers and heads of departments.
* To supervise a team of Greenkeepers and plan the day to day work activities.
* Liaising with staff and ensuring key work objectives are met.
* To maintain up-to-date knowledge from within the industry.
* Ensure the cleaning and maintenance of machinery, hand tools and our areas.
* To keep accurate and up to date records related to your work.
* The Employee must at all times carry out his/her responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Confidentiality and with regard to the Data Protection Act.
* Work to be carried out over all of the clubs’ sites when required.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club. |
| **Person Specification** |
| EssentialTo have a minimum of 2 years’ experience in a similar managerial role.* Possess relevant qualifications in their required field.
* To possess high levels of enthusiasm and a good knowledge of plants, shrubs, trees and planting schemes.
* To have PA1, PA2 and PA6 qualifications in spraying.
* To have excellent communication skills and a good ability to both delegate and carry out instructions.
* Have an excellent attention to detail.
* Show a professional appearance and outlook at all times.
* The ability to work as part of a team alongside the Workshop, Horticulture and Sports Turf departments but also on their own with good initiative.
* To possess strong time management skills and excellent time keeping.
* Show Honesty, integrity and reliability when carrying out day to day work and lead from the front at all times.
* Have a Flexible attitude to work and understand the need to work evenings and weekends.
* To be able to multi-task and perform well under pressure to tight deadlines and high standards.
* Take ownership of the workplace and wok that themselves and their team has carried out.
* To adhere and communicate the Club’s brand values to stakeholders whenever the opportunity arises.
* A commitment to continuing professional development

**Desirable** * A full clean driving license.
* An interest and understanding of good environmental practices.
* Possess a Chainsaw License.
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| **Role Requirements**  |
| * To undertake required training, including mandatory Club Equality and Diversity and Health and Safety training.
* To ensure that the Club’s Safe-guarding and Vulnerable Adults policies and procedures are adhered to at all times.
* To adhere and communicate the Club’s brand values to stakeholders whenever the opportunity arises
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| *Leicester City Football Club is an equal opportunities employer and is committed to provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.*Employee Signature Date . Manager Signature Date . |