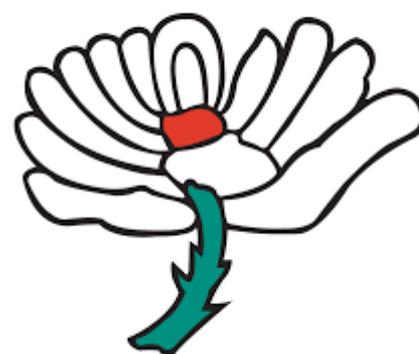


## JOB DESCRIPTION

The Yorkshire County Cricket Club



<b>Job Title:</b>	Venue Operations Manager
<b>Department</b>	YCCC - Operations
<b>Reporting Line:</b>	Director of Operations
<b>Salary Band:</b>	3 Manager
<b>Location</b>	Headingley Stadium, Leeds
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The Operations Department is a crucial part of The Yorkshire County Cricket Club, playing an integral role in the delivery of international and domestic cricket matches and the management of the facilities at the Headingley Cricket Ground. Whether it's County Championship, Northern Diamonds, T20, the Hundred or an International match, the Operations Department ensures that these matches are delivered as smoothly as possible, whilst creating a safe, inclusive and enjoyable environment for those in attendance at Headingley Cricket Ground and at our out grounds. The Operations Department is responsible for ensuring that the facilities at Headingley Cricket Ground are fit for purpose and meet statutory compliance and all other relevant health and safety legislation.

### Job Purpose

To plan, manage and review all match day and non-matchday preparatory works, whilst liaising with the relevant departments and contractors to ensure the safe delivery of all events at the Headingley Cricket Ground and our out grounds. Alongside this, this role plays an important role and is responsible for the management of all facilities at Headingley Cricket Ground to ensure they are fit for purpose and meet statutory compliance and all other relevant health and safety legislation.

## Key Responsibilities

Area	Responsibilities
Event Management	<ul style="list-style-type: none"> <li>- To support the Director of Operations and Stadium Safety Manager to manage and coordinate all match day and event requirements throughout the year at Headingley, Scarborough and York.</li> <li>- To support the Director of Operations and Stadium Safety Manager in the development of a robust security strategy which puts all customers, contractors, sub-contractors and colleagues first.</li> <li>- To support the shaping and execution of incident management, contingency, and crisis communication plans with the Stadium Safety Manager.</li> <li>- To assist with all match briefings for both internal and external personnel.</li> <li>- To contribute towards the allocate and coordinate all requirements for the delivery of major matches.</li> <li>- To assist the control room on a match day with all incoming facility and maintenance requests.</li> <li>- To liaise and communicate with all internal and external stadium stakeholders.</li> </ul>
Facilities Management	<ul style="list-style-type: none"> <li>- To oversee the management of all facility requirements at Headingley Cricket Ground (and to contribute similarly at our out grounds) ensuring statutory compliance and meeting all health and safety legislation.</li> <li>- To implement appropriate systems and recording methods for all facility management.</li> <li>- To manage and work closely with the maintenance team completing all planned preventative maintenance and reactive to anything that occurs spontaneously.</li> <li>- Manage and monitor activities of contractors visiting and working at the Headingley Cricket Ground.</li> <li>- Conduct and document regular facilities inspections around the venue.</li> <li>- Respond to facility, equipment and system failures making the appropriate remedial actions.</li> <li>- To manage and review all utility usage.</li> <li>- To oversee the budget and ensure spend is managed appropriately across the department</li> </ul>
People Management	<ul style="list-style-type: none"> <li>- Attend all relevant internal and external stadium stakeholder meetings.</li> <li>- Model and advocate company vision and values.</li> <li>- Make and communicate decisions clearly and be accountable for those decisions.</li> <li>- Empower team members to make good decisions in their areas of responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>- Motivate and engage team members by setting and maintaining clear standards and expectations</li> <li>- Model and implement all relevant policies and procedures</li> <li>- Model and implement effective communication within team and across the company</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices</li> <li>- Advocate the values of dignity, fairness, equality and respect</li> </ul>

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

#### Key Relationships / Stakeholders

- YCCC Internal Stakeholders
- Scarborough CC, York CC and other out grounds we may play at.
- Leeds City Council
- Leeds Rhinos
- Match day partners such as G4S and Sodexo
- West Yorkshire Police Service and Counter Terrorism Unit
- West Yorkshire Fire and Rescue Service
- Wider Headingley Stadium Stakeholders

#### Job Specification

Essential Criteria	M/C
At least 3 years experience of managing large events, preferably in the sport or entertainment industry (including knowledge of the Green Guide).	<input checked="" type="checkbox"/>
At least 3 years experience of managing facilities for similar venues such as stadiums and arenas.	<input checked="" type="checkbox"/>
A good understanding of safety, security and crowd management during events at stadium's or arena's.	<input type="checkbox"/>
Previous experience of people management and managing a team.	<input type="checkbox"/>
Extensive knowledge of managing facilities and the required compliance in comparable venues.	<input type="checkbox"/>
Be able to demonstrate previous experience of appointing and working with contractors and third parties to deliver works to a competent and high standard.	<input type="checkbox"/>
An understanding and experience of delivering projects within an equity, diversity and inclusion framework.	<input type="checkbox"/>
<b>Desirable Criteria</b>	
Prince2 intermediate	
IWFM level 5 or above.	
Hold a health and safety qualification/s such as NEBOSH general certificate, NVQ level 5 occupational H&S or NVQ level 4 in spectator safety management	

### Core Competencies

Time management	<input checked="" type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input checked="" type="checkbox"/>
Confidentiality and discretion	<input type="checkbox"/>	Leadership skills	<input checked="" type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input checked="" type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input checked="" type="checkbox"/>	Accountability	<input checked="" type="checkbox"/>
Able to work autonomously	<input checked="" type="checkbox"/>	Written communication	<input type="checkbox"/>

### Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input type="checkbox"/>
First aid trained	<input type="checkbox"/>	Safeguarding and protecting children	<input type="checkbox"/>
Fire marshal	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>