



## **VACANCY**

### **Safety and Security Assistant**

### **Full Time, Permanent**

As a founder member of the Football League (EFL), Bolton Wanderers is a football club that is internationally renowned, having played in all four professional leagues of English football, as well as winning the FA Cup on four occasions.

Following the acquisition of the club in 2019, Football Ventures (Whites) Ltd owns Bolton Wanderers as well as Bolton Whites Hotel and under the chairmanship of Sharon Brittan is moving towards an exciting and sustainable future.

We now have a fantastic opportunity for a Safety and Security Assistant to join the facilities team and be part of ensuring a safe and secure stadium on both match day and non-match day, and to assist in the upkeep of the stadium.

As an equal opportunities employer, Bolton Wanderers Football Club is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

BWFC seek to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers have a safeguarding responsibility to all work colleagues, fans and any vulnerable adults and children.

This position comes with a competitive salary, healthcare and pension package after a probation period. Development opportunities will also be offered for this role. If you think you would be suitable for the role please send your CV and a covering letter to [hr@bwfc.co.uk](mailto:hr@bwfc.co.uk)

**Closing date for applications: 15<sup>th</sup> November 2023 at 5pm**

**ONE** | CLUB  
COMMUNITY  
TOWN



## Job Description

<b>Job Title</b>	Safety and Security Assistant	<b>Contract Type</b>	Full Time / Permanent
<b>Reporting To</b>	Safety Officer	<b>Department</b>	Facilities
<b>Location</b>	Stadium	<b>Responsible for (if manager)</b>	N/A

### **Role Purpose**

To assist the facilities team in maintaining the stadium and all its facilities through manual labour with a willingness to assist and be involved in anything that is required.

### **Main areas of responsibility**

- Work in a safe and responsible manner
- Support Safety Team with match day administration
- Carry out non-match day administrative tasks
- Supporting goods inwards and access control measures
- Administrative tasks relating to access control
- Matchday Rota planning and timesheet data inputting
- Maintenance and cleanliness of safety and security areas
- General duties including netting, cleanliness and condition of concourses and public areas
- Conducting pre-match safety inspections
- Support on-site security team, providing cover where necessary
- Lift, carry and move objects around the stadium as required



- Be comfortable working in all weather conditions
- Follow instructions from supervisors
- Assist with office move projects and help event teams when required
- Shadow skilled facilities staff to learn new skills.
- BWFC seek to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers has a safeguarding responsibility to all work colleagues, fans and any vulnerable adults and children
- Be an ambassador of the Group, providing excellent customer service at all times whilst portraying a professional image
- Perform other duties as required, which are considered relevant to the post and to the objectives of the Group as identified by the Facilities Manager.
- Treat all colleagues as customers ensuring respectful positive outcomes across communications.
- Adhere to and abide by all BWFC policies, procedures and guidelines especially remembering responsibilities to others under Equal Opportunities, Health and Safety, Equality and Diversity
- This post is subject to a DBS disclosure

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## Person Specification

**Job Title:** Safety and Security Assistant

	Desirable but not Essential Requirements
Qualifications	<ul style="list-style-type: none"><li>• NVQ Level 2 in Office Administration</li><li>• GCSE Maths</li><li>• GCSE English</li><li>• First Aid trained (or willingness to achieve)</li><li>• Fire Warden trained (or willingness to achieve)</li><li>• Full UK Driving Licence</li><li>• SIA CCTV Operator (or willingness to achieve)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working within a safety focused environment</li><li>• Experience of access control procedures</li></ul>
Knowledge, Skills and Qualities	<ul style="list-style-type: none"><li>• Excellent team player</li><li>• Positive attitude, can take direction and always willing to help</li><li>• Willing to learn new skills and undertake additional training, when required</li></ul>