

Enfield Town FC are recruiting a new Safety Officer for the 2024-25 season

- Job Title: Safety Officer
- Location: Enfield Town FC, QEII Stadium, Donkey Lane, Enfield EN1 3PL
- Reports to: ETFC Match Secretary
- Liaison With: ETFC Board of Directors, The National League, The FA, Enfield Council, Emergency Services
- Working Hours: Part-time; all home matchdays
- Salary: Voluntary (The club may consider a paid role for the right individual)

Job Description:

To ensure the safety of all visitors and spectators attending events at the QEII Stadium through the establishment, operation, and monitoring of suitable systems and controls. These will be in accordance with the requirements set out in the club's safety certificate and the club's own policies for spectator safety, and will maintain compliance with all relevant legislation and best practice.

Main Role & Responsibilities:

- Coordinate, monitor and advise on all safety matters affecting the stadium.
- Establish, maintain and review safety policies in line with legislation including UK health and safety laws and industry best practices.
- Identify existing and potential issues through thorough and appropriate risk assessments.
- Ensure the club are compliant to the provisions of its safety certificate(s).
- Maintain compliance with all requirements of the 'Safety at Sports Grounds' legislation [The Green Guide] and other recommendations issued by the Sports Ground Safety Authority.
- Consult with relevant representatives such as the Metropolitan Police, Fire and Rescue Service, London Ambulance Service and/or Enfield Council regarding spectator safety and security.
- Liaise with the emergency services in the event of critical incidents and keep senior Club officials fully informed of developments.
- Oversee and review stewarding requirements for matchdays to ensure numbers of staff and allocation complies with the safety certificate.
- Review and implement appropriate elements of Health & Safety Legislation in relation to crowd safety and large events, liaising with the Health & Safety Executive and other relevant bodies.
- Investigate and respond to complaints pertaining to stadium safety.
- Continually review the club's safety operations and implement actions to improve their effectiveness. This includes keeping up-to-date with changes or trends in football, and adopting these – or other best practice – where appropriate.

Skills, Knowledge & Experience:

- Ideally, NVQ Level 4 Qualification in Spectator Safety, or another relevant Safety Management qualification/working towards qualification.
- Experience in a similar role involving spectator safety and crowds at sporting events.
- Good problem-solving skills, resilience and experience working under pressure and stress.
- Flexibility to deal with issues which may arise out of hours and at short notice.
- Teamworking skills and ability to assist others where appropriate.
- Strong interpersonal skills and the ability to communicate confidently with members of the public, contractors, employees at all levels in and outside the club.
- Strong leadership and management skills, commercial awareness, and excellent decision-making skills.
- Strong organisational skills, able to prioritise and manage own workload and that of allocated staff.
- Ideally, a valid existing DBS check.

Person Specification:

- Excellent interpersonal and communication skills.
- Strong organisational, administrative and timekeeping skills.
- Meticulous attention to detail.

How To Apply

To apply, please provide your CV and ideally a covering letter detailing your suitability for the role and prior experience to **chairman@etfc.london**

All interviews will be at the earliest available opportunity.