



Lincoln City Foundation

Registered charity number: 1128464



**FACILITY SUPERVISOR
X 2 VACANCIES**

LINCOLN CITY FOUNDATION

OUR VISION

Happier | Healthier | Inspired Communities

OUR MISSION

To work with Lincoln City Football Club and our key partners to inspire, empower and help individuals and communities to improve their physical, social and mental wellbeing.

THE 3 E'S

At Lincoln City Foundation, we believe that people make the difference and accordingly, we don't just look for the usual job requirements. As well as being experts in their technical areas, all of our team members demonstrate and work towards a clear set of traits which differentiate us from the norm:

EXCEPTIONAL		
MAKES A DIFFERENCE <ul style="list-style-type: none">• Have High personal standards and operate effectively• Push boundaries to achieve success	CAPACITY & RESILIENCE <ul style="list-style-type: none">• Undertake multiple tasks and responsibilities to a high standard• Overcome setbacks and disappointment, remaining positive in the face of adversity	FORWARD THINKING <ul style="list-style-type: none">• Think ahead and prepare for future tasks and opportunities• Seek and provide new ideas and solutions to overcome challenges
EDGE		
PROBLEM SOLVING <ul style="list-style-type: none">• Demonstrate the ability to quickly absorb large quantities of information• Resolve problems with practical solutions, being innovative when required	SOUND JUDGEMENT <ul style="list-style-type: none">• Assess situations and understand the consequences of potential actions• Balance quality, time and effort to deliver against priorities	STREETWISE <ul style="list-style-type: none">• Work smart and demonstrates the know-how to win• Develop key relationships and networks effectively
ENERGISING		
INSPIRING & RESPECTED <ul style="list-style-type: none">• Your opinion and advice is valued• You will fire up loyalty and commitment	MOTIVATES OTHERS <ul style="list-style-type: none">• People are compelled to work with you• You use a range of influence styles to enthuse others	FINDS A WAY <ul style="list-style-type: none">• You deliver results, within a team• You develop and implement strategies to achieve positive outcomes

WHY JOIN

LINCOLN CITY FOUNDATION?

Lincoln City Foundation values its employees and aims to be an employer of choice. It is important to the Foundation to cultivate an environment of development and progression therefore actively encourage staff training (internally and externally), networking and opportunities to support a pathway for those that show initiative, innovation and dedication.

We look for individuals to enhance our team creativity, ambition and dynamic. We welcome those who are passionate, adaptable, high performing and target driven.

As a community-led charity we want our workforce to reflect the make-up of the individuals we engage with. We consider ourselves to be a family friendly, responsible employer and can offer flexible working patterns. We welcome applications from a variety of backgrounds and abilities.

For more information on the Foundation please take a look at our strategy, vision and mission available on our website.

Inclusivity

Lincoln City Foundation welcomes applications from all individuals and communities. Only information relevant to the role defined in the job description will be used in the selection process and personal data is retracted to remove unconscious bias.

No terminology in the advert you have seen is intended to discriminate on the grounds of age, gender, race, religion, disability or sexual orientation.

WHAT DO YOU GET IN RETURN?

If you are successful, you can look forward to a healthy benefit package:

- FTE 23 days holiday per year plus bank holidays
- Free Lincoln City FC home fixture tickets
- Flexible working options
- Free onsite parking (non-matchday)
- Access to Company Pension Scheme
- Company Health Cash Plan
- Free Children's Holiday Club
- Long service recognition scheme
- Free Tea/Coffee/Fruit
- All team CPD and organised social events



ROLE OVERVIEW

Lincoln City Foundation utilises the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, aiming to inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

To oversee the daily operations and maintenance of the 3G football facility, ensuring a safe, welcoming, and well-maintained environment for all users, while optimising facility usage and enhancing customer experiences.

- Report to the Operations Leader with any preventative and reactive maintenance issues
- Demonstrate excellent customer service skills for any patrons of the LNER 3G facility.
- Be available for emergency call outs and some late working, by arrangement, will also be required.

Typical Weekly Schedule

We are seeking two part-time facility supervisors, each being available to work 10 hours per week. The facility supervisors would share the day-to-day operations of the 3G pitch at the LNER stadium including maintenance and opening and locking up of the facility for participants.

The following is a typical weekly schedule that would be shared between both part-time facility supervisors:

Wednesday	- 6hrs	Evenings	(10pm finish)
Thursday	- 7hrs	Evenings	(10pm finish)
Friday	- 3hrs	Morning	(maintenance of 3G)
Saturday	- 2.5hrs	Morning	(matchday cleaning)
Sunday	- 1.5 hrs	Evenings	

(weekend hours and times are variable depending on matchdays and 3G bookings)

Job Title	Facility Supervisor
Contracted Hours	2 x Part-Time at 10hrs per week per person (you would be required to work outside of normal office hours, at evenings and weekends) Zero-Hour contracts also available
Location	LNER Stadium, Lincoln, LN5 8LD
Salary	£5,949 - £6,027 per annum (FTE £22,011 - £22,300)

ROLE SPECIFIC RESPONSIBILITIES

Customer Service: Deliver an exceptional customer experience by providing friendly, responsive service to all users of the LNER 3G facility. Address inquiries, feedback, and issues efficiently and professionally.

Maintenance and Repairs: Conduct minor maintenance tasks and report any preventative or reactive maintenance issues to the Operations Leader. Liaise with external contractors as needed.

Health & Safety Compliance:

- Identify, report, and address health and safety concerns promptly.
- Ensure that all facility management tasks comply with legislative and regulatory safety standards.
- Support risk assessments and maintain safe facility protocols.

Cleaning and Hygiene: Complete cleaning tasks as required, ensuring that the 3G facility, including changing rooms, communal areas, Community Hub and other associated amenities, are well-maintained and presentable.

Incident Reporting: Record and report all accidents, near misses, and any maintenance issues in a timely and thorough manner.

Security: Ensure that the 3G facility, including changing rooms, communal areas, Community Hub and other associated amenities, are secure.

Operations Support: Carry out other maintenance or operational duties as considered reasonable by the Foundation.

Facility Oversight: Conduct daily inspections to ensure cleanliness, equipment readiness, and operational safety of the pitch and surrounding areas.



GENERAL RESPONSIBILITIES

- Compliance with all Lincoln City Foundation policies and Procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunity strategies of Lincoln City Foundation
- To operate under and contribute to embedding the Foundation's Values and Behaviours across the organisation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.



PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS	ESSENTIAL	DESIRABLE
Health and Safety, COSHH and manual handling training		✓
KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience working in sports or community facility environments, particularly artificial pitches (such as 3G/4G surfaces)		✓
An understanding of Health & Safety Regulations and good practice procedures	✓	
Experience of customer service	✓	
SKILLS & ABILITIES	ESSENTIAL	DESIRABLE
Attention to detail and an aim to provide a quality service	✓	
Can work under own initiative and under limited supervision	✓	
Basic IT skills for managing booking systems, email communication, and reporting issues.	✓	
Ability to problem solves and respond to emergencies in a prompt and systematic manner	✓	
Reliable, punctual and trustworthy	✓	
EQUALITY & DIVERSITY	ESSENTIAL	DESIRABLE
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	✓	
Able to work within a diverse community and draw on individual strengths to promote equality and diversity	✓	
OTHER	ESSENTIAL	DESIRABLE
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	✓	
Demonstrable empathy with 'Lincoln City Foundation's' vision and mission statements and its charitable objects.	✓	
Familiarity with safeguarding practices and procedures for working in environments with young participants and vulnerable adults.		✓
Flexibility to work evenings, weekends, and during busy operational periods.	✓	

HOW TO APPLY?

Closing date: **16 March 2025**

Start date: **April 2025**

All applications must be completed using the Foundation application form for this role which can be found on our website: www.lincolncityfoundation.com and returned to hr@lincolncityfoundation.co.uk

We do not accept CV's and cannot keep such documents on file

We anticipate interviews for this role will take place on:

Week commencing 24 March 2025

Should an adequate number of applications be received prior to the closing date, Lincoln City Foundation reserve the right to remove this advert.

As an employer we are happy to explore flexible working options to suit your work life balance.

If you would like an informal discussion, or wish to find out more about the role, please contact us at hr@lincolncityfoundation.co.uk or call 01522 563792.

Lincoln City Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

All offers of employment will be subject to satisfactory references, a clear DBS and the necessary safer recruitment employment checks.





Lincoln City Foundation, Co-Op Community Hub, LNER Stadium, Lincoln, LN5 8LD

T: 01522 563792 E: enquiries@lincolncityfoundation.co.uk

www.lincolncityfoundation.com

Lincoln City Foundation Application for Employment/Volunteering

Thank you for considering a position at Lincoln City Foundation. Please complete this application form in full should be completed in full using the specific Job Description for the role.

Section 1 – Vacancy Details

Post Title	Facility Supervisor		
How did you hear of this vacancy?		Job Ref:	24254FS

Section 2 – Personal Details

Surname	
First Name(s)	
Home Address	
Post Code	
Home Tel. No.	
Mobile Tel. No.	
Email	

Section 3 – Residency and Eligibility to work in the UK

The sole purpose of this section is to establish your eligibility to work in the UK				
Do you hold a UK passport?	Yes		No	
Do you hold a passport from an EU, EEA country or Switzerland?	Yes		No	
Have you lived in the UK continuously for the past 3 years?	Yes		No	
Do you have the legal right to work in the UK?	Yes		No	
Provide details of your work permit / visa				

Section 4 – Driving License

Do you hold a current, full UK Driving License?	Yes		No	
Details of current / pending penalty point endorsements				

Section 5 – Training and Development

Details of Course	Date completed / Date pending

Section 6 - Education

University / College / School / Other	Subject	Grade Achieved

Section 7 – Membership of Professional Bodies

Professional Body	Qualification / Grade of Membership	Membership Number (if applicable)

Section 8.1 – Employment Details

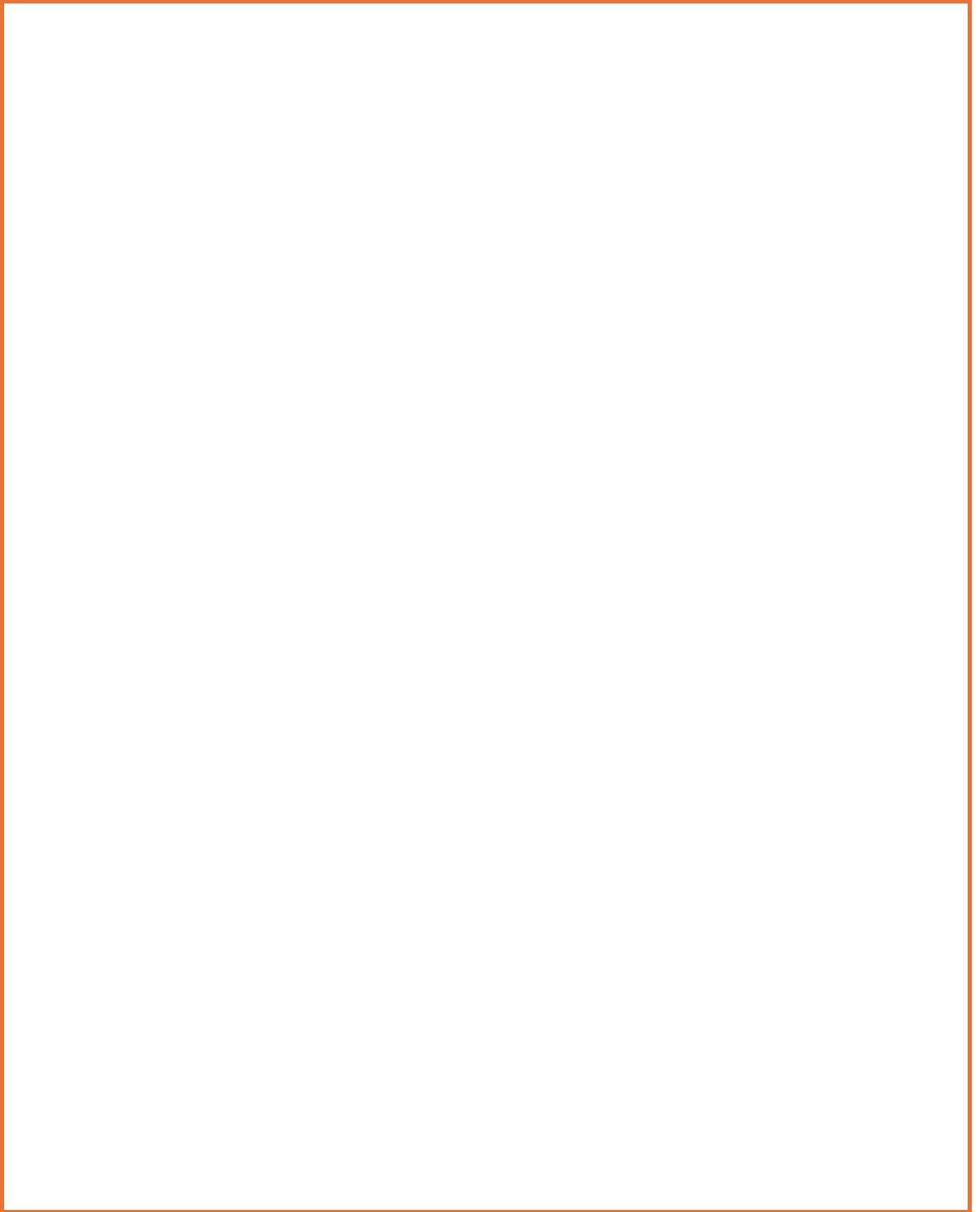
Name of Current / Most Recent Employer				
Address				
Job Title				
Salary				
Notice Required				
Dates of Employment	From		To	
Reason for leaving (if applicable)				
Provide a summary of your main duties and responsibilities in this role				

8.2 - All Previous Employment

From	To	Name of Employer	Position Held	Reason for leaving or gap in employment

Section 9 - Evidence in Support of Application (max = space provided and in Ariel min size 11)

Please use the space provided to evidence your suitability for the role applied for. The information provided will be assessed against the competencies required for the role and used when shortlisting applicants for interview.



Section 10 – Reference

Please note: at least one of your references should be from your current/most recent employer. Referees will be contacted at point of employment offer.

Referee One

Full Name	
Job Title	
Employer / Company Name	
Contact Tel. No.	
Email Address	
How long have you known this referee?	
Known to you in what capacity?	

Referee Two

Full Name	
Job Title	
Employer / Company Name	
Contact Tel. No.	
Email Address	
How long have you known this referee?	
Known to you in what capacity?	

Section 11 – Declaration

The following section is to be completed by any persons involved with or applying to be part of Lincoln City Foundation. This form provides the Foundation with a signed declaration prior to undertaking a relevant DBS Check if successful in obtaining a position with the company.

Self-Disclosure	Yes	No
Have you been convicted of any offence or had a conviction, caution or bind over order, or is a prosecution pending related to children, any offence under the Sexual Offences Act, any offence involving violence of any nature or drug related offences? NOTE: The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or on the following link: New filtering rules for DBS certificates (from 28 November 2020 onwards) - GOV.UK (www.gov.uk)		

If the answer to the above questions is Yes, you will be asked to provide further information if you are selected for interview.

Important Information

- I have read and understand the declaration form regarding the completion of this form
- I hereby consent to the Foundation undertaking Disclosure & Barring Service and / or Social Services and other relevant third-party checks in connection with the self-declaration
- I understand that information contained on this form, the results of police and social services checks and information supplied by third parties, will be recorded by the Foundation
- I understand that incomplete or false information may lead to the job offer being declined
- I understand that I must inform the Foundation immediately of any matter, relating to the questions above, during the term of engagement and that this information may lead to Lincoln City Foundation acting for reasons relating to Safeguarding and Welfare.

Signature:

I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal. **You will be asked to sign this declaration at interview.**

Signed

Print Name

Date