

Broxbourne Sports Club

Role Description: Grounds Chair

Reports to: Chair of Sports Club Committee

Purpose of the Role

- Chair the Grounds Committee
- To ensure all Grounds and playing facilities are maintained to a high standard
- Line manage grounds staff

Main responsibilities

Grounds Committee

- Organise and Chair Grounds Committee meetings (min 6 per annum)
- Ensure effective representation on Grounds Committee by all sections
- Manage the Grounds budget and take responsibility for approving expenditure
- Attend the Sports Club Committee and report on Grounds matters
- Manage the Grounds maintenance/development wish list

Facilities Maintenance

- Oversee maintenance and development of all outdoor playing facilities and grounds environment
- Identify and repair areas of malfunction
- Maintain a 5 year capital budget that identifies all main future refurbishments and developments
- Oversee good procurement practice with respects to contractors undertaking work on the facilities – obtaining competitive quotations where appropriate
- Ensure that all maintenance work is undertaken to a good standard
- Ensure good project management of any capital works
- Ensure that the club meets all health and safety requirements according to legal and insurance requirements

Grounds Staff

- Oversee the standard of work provided by the grounds staff
- Support, manage and review their work including annual appraisals
- Conduct annual pay reviews in consultation with the Club Chair
- Manage recruitment and disciplinary processes as required (disciplinary matters should be in liaison with Club Chair and Secretary)