

Working at BaseballSoftballUK

ROLE PACK

HEAD GROUNDSKEEPER AND SITE MANAGER – FARNHAM PARK

APRIL 2024

INTRODUCTION

WORKING AT BASEBALLSOFTBALLUK

BaseballSoftballUK (BSUK) is seeking to appoint a Head Groundskeeper and Site Manager. The role of a head groundskeeper and site manager of a sporting field involves overseeing the maintenance and management of the facility. This includes ensuring that the field is in optimal condition for sporting events, coordinating maintenance schedules, managing a team of groundskeepers (volunteers and paid), and ensuring the safety and functionality of the entire site.

Since 2000, BSUK has provided services to the sports' governing bodies with the aim of developing and increasing levels of participation, skill and achievement in UK baseball and softball. Established as a not-for-profit organisation, BSUK is committed to developing the reach and participation levels in baseball and softball.

There are currently around 20,000 participants playing organised baseball/softball in a thousand teams each year. The playing population is well represented by children, undergraduates, businesses, women and the LGBTQ+ community.

In August 2020, we launched a new four-year rolling strategy titled "Two Sports, One Ambition". The strategy identified four key priorities – increasing participation, developing talent, supporting the grassroots and improving the financial sustainability of the sports and of the organisation. Our ambition is for baseball/softball is to be played in more places, by more people.

When you join BSUK, it is not just another job. You will work in a progressive development and performance agency, looking to make lasting and meaningful impact on people's lives through baseball and softball. We pride ourselves on being outspoken in our words and deeds on the place of women and girls in sport and the importance of proactive LGBTQ+ initiatives. We seek out opportunities to work in ethnically diverse communities and to introduce our sport to people who have disabilities.

BSUK employs a dynamic, skilled, and nimble team able to deliver to the needs of the two Federations and wider community. Staff cover a wide range of work areas, including Performance, Development, Operations, Finance, and Governance. The full-time and part-time staff are supported by a national team of freelancers and volunteers.

Why work for BSUK?

1. It is rewarding

A desire to build a brighter future for our sports is shared between all involved – from the board of directors to the staff and national volunteers – all working towards a common vision. There is a great deal of potential within the sports that we are all working to realise.

2. It is a great time to be involved with the sports

Baseball and softball are booming – with the number of participants having nearly tripled in the last decade. This is an exciting time to be employed in the sports thanks to funding partnerships with Sport England, UK Sport, Major League Baseball and the Mayor of London's Office, an opportunity for the national teams to qualify for the Olympics in 2028 and Major League Baseball events coming here.

3. Never a dull moment

The role is varied – no two days will be the same. There's scope to develop the role and help the organisation reach the next level.

4. Build your network

You will be working with a wide range of companies, meeting new people and exploring new opportunities.

5. Flexible working policy

We operate a progressive Flexible Working Policy.

You can learn more about us [here](#).

JOB DESCRIPTION

HEAD GROUNDSKEEPER AND SITE MANAGER

JOB TITLE: Head Groundskeeper and Site Manager

REPORTS TO: Head of Operations

LOCATION: The National Baseball & Softball Complex at Farnham Park

CONTRACT: Permanent / Part Time (.8 FTE) (annualised hours)

PAY BAND: £29,518 – £35,813

APPLICATION DEADLINE: Application closes at 11:59pm on Tuesday 7 May 2024

Role Summary

The role of a head groundskeeper and site manager of a sporting field involves overseeing the maintenance and management of the facility. This includes ensuring that the field is in optimal condition for sporting events, coordinating maintenance schedules, managing a team of groundskeepers (volunteers and paid), and ensuring the safety and functionality of the entire site.

Overview

This role is crucial in providing a safe and well-maintained environment for sporting activities at the national Baseball and Softball Complex at Farnham Park. Our 5 – field flagship site is where we host play from grassroots to elite and the facility needs to adapt to the needs. The head groundskeeper, site manager is responsible for tasks such as mowing, fertilising, aerating, and watering the field, as well as repairing any damages. They also collaborate with all customers, event organisers, coaches, and players to address specific field requirements and make necessary adjustments. Overall, what they deliver is testament to our brand.



Key Relationships

The postholder will be expected to support relationships with the British Softball Federation, the British Baseball Federation, UK Sport, Sport England, The 108, OKC Spark, Major League Baseball, speakers, coaches, Senior Leadership Team and wider staff.

Additional Responsibilities as a Member of Staff

You will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where necessary. This may include directly delivering activities or working upwards to shape the strategic direction of the organisation.

Job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties broadly in line with the above key responsibilities.

The Benefits

- Competitive salary
- Great holiday and flexi days allowance
- Strong Flexible Working Policy (helping to balance some out-of-hours working)
- Resilience-focused culture, placing your personal wellbeing first
- Pension plan
- Home working financial allowances.
- Regular staff training and CPD opportunities.
- and much more of the sorts of things you'd expect from working in a sports organisation

RESPONSIBILITIES

HEAD GROUNDSKEEPER AND SITE MANAGER

Main Tasks & Responsibilities

1. Field Maintenance

- Ensuring the field is properly maintained by performing activities such as mowing, fertilising, aerating, and watering.
- Understanding turfgrass species, soil composition and pest control.
- Monitoring the condition of the turf, addressing any issues or damages.
- Implementing a maintenance schedule.
- Implementing a 'playing season' field preparation plan for approval.

2. Equipment Management

- Managing and maintaining the necessary equipment and machinery required for field maintenance, such as mowers, irrigation systems, and fertilising equipment.
- Ensuring equipment is in good working condition, scheduling maintenance and repairs, and keeping an inventory of necessary supplies.
- All volunteers / groundskeepers are trained on the usage of all equipment and a register of training is kept.

3. Team Management

- Recruit a volunteer base of groundskeepers and assigning tasks to ensure the effective and efficient management of the facility.
- Provide guidance, training, and supervision to staff members, as well as coordinating work schedules and evaluating performance.
- Plan and budget for additional casual staff as needed.
- Look for other alternatives to increase ground crew e.g. interns, apprentices etc.

4. Safety and Compliance

- Ensuring the safety of the facility and compliance with relevant regulations and standards.
- Monitoring and addressing potential hazards, alerting management and agreeing a solution.
- Implementing safety protocols, and ensuring proper signage and markings are in place.
- Security protocols are in place for the site, agreed and implemented in accordance with insurers.

5. Event preparation

- Collaborating with customers (event organisers, coaches, player, tournament control etc.) to prepare the field for sporting events.
- Adjusting field conditions, marking boundaries and lines, setting up equipment as per the customer's needs.
- Coordinating with other staff members to ensure all requirements are met.
- Schedule of staff on site and the event 'how it will be delivered' needs to be communicated to line manager and concessionaires weekly.

6. Budgeting and Planning

- Developing and managing budgets for field maintenance and related expenses.
- Forecasting costs, tracking expenditures.
- Presenting strategic decisions to optimise resources and achieve desired outcomes.

7. Communication and Collaboration

- Maintaining effective communication with stakeholders such as facility management, coaches, players, partners, concessionaires and other relevant parties.
- This includes raising and addressing concerns, coordinating schedules, and providing updates on field conditions and maintenance activities.

8. Continuous Improvement

- Staying updated on the latest industry trends, techniques, and technologies related to field maintenance and management.
- Exploring innovative approaches to enhance field conditions, maximize efficiency, and improve overall facility operations.

9. Post-Event Evaluation

- Conducting post-event evaluations to assess the success of the event.
- Gather feedback from participants and stakeholders (working with other members of the team to gather this information)
- Identify areas for improvement for future events.

ROLE REQUIREMENTS

HEAD GROUNDSKEEPER AND SITE MANAGER

	Essential	Desirable
Experience		
Experience in Sport Turf management or groundskeeping.	✓	
Hospitality and / or customer service roles.		✓
Delivery of Sports Event (on and off the field).	✓	
Experience of managing budgets and allocating resources.	✓	
Safeguarding and Health and Safety.	✓	
Staff scheduling and managing a volunteer workforce.		✓
Project planning.	✓	
Qualifications & Training		
NVQ Level 2 or equivalent in sports turf management.	✓	
PA1, PA2 and PA6 Spraying certificates.	✓	
Health and Safety.	✓	
First Aid training.	✓	
Safeguarding Adults and Children.		✓
Knowledge		
Solid knowledge of Sports events.	✓	
Solid knowledge of all types of stakeholders.	✓	
Good knowledge on project management (maintenance and repairs).	✓	
Baseball & Softball Specific field care.		✓
Skills		
Strong desire to excel in procedure improvement.	✓	
A creative thinker with the tenacity and confidence to see things through to implementation and completion.	✓	
Pride in the facility and maintaining an aesthetically-pleasing and functional outdoor space.	✓	
Attention to detail.	✓	
Customer service.	✓	
Outstanding communication skills; written and verbal.	✓	
Strong planning and organisation skills, with the ability to work with the wider team.	✓	
An ability to work flexibly, and under pressure, adapting to situations as they change.	✓	
Proficient in all aspects of Microsoft 365.	✓	
Problem solver, making good decisions with a 'can do' attitude.	✓	

HOW TO APPLY

Applications should be made online by clicking [here](#). You will be asked to provide information about your background and education as well as providing us with a personal statement that reflects the job description and person specification. For more information, please contact erica.barrett@bsuk.com



Baseball • 
Softball *UK*

www.baseballsoftballuk.com