



ROLE DESCRIPTION	
Role Title	Stadium Manager
Salary	£50,000
Location	Cardiff Arms Park
Hours of work	35 hours per week, you will be expected to work additional hours to meet the requirements of your position including where your role requires you to work on match days or events.
Responsible to	Managing Director
Responsible for	The Operations Department
Contractual Status	Permanent, following a six month probation period
Role Summary	<p>The Stadium Manager is responsible for all operational aspects of Cardiff Arms Park and will ensure the safe and cost-effective operation of the venue.</p> <p>The Stadium Manager has full responsibility for the Operations Department including; Operations, Facilities, Maintenance, Stewarding, Ticketing, Security, Pitch Hire and Event Management.</p>
Key Responsibilities, tasks and Activities	<ul style="list-style-type: none"> • Manage all event day and non-event day operational activities at Cardiff Arms Park • Ensure Cardiff Rugby Club Limited is compliant regarding its requirements under health and safety legislation, codes of practice, 'General Safety Certificate' and the Fire Regulatory Act 2005 • Manage pitch, facilities and maintenance operations at Cardiff Arms Park • Manage and deliver the Operations Department's budgets accurately • Manage security at Cardiff Arms Park including CCTV, site lock downs and accreditations • Liaise with external sporting bodies, event promoters, and other event owners to provide services for the delivery of third party events at Cardiff Arms Park • In conjunction with the Commercial Director, maximise the commercial opportunities of events at Cardiff Arms Park

ROLE DESCRIPTION	
	<ul style="list-style-type: none"> • Liaise with the Sports Grounds Safety Authority, Safety Advisory Group and Stadium Events Liaison Group • Liaise with Welsh Assembly Government, Cardiff County Council and all emergency services • Analyse development needs of your direct reports to ensure staff are appropriately trained • Regularly report to the Board of Directors • Undertake any other duties as directed by your Line Manager

PERSON SPECIFICATION	
Experience, Skills & Qualifications	<p>Essential Experience</p> <ul style="list-style-type: none"> • Proven experience in stadium, venue or major event operations, ideally within sport, entertainment, or large public venues. • Experience managing matchday or large-scale event operations, including coordination of stewarding, security, medical and operational teams. • Demonstrable experience of health & safety management within a complex operational environment. • Experience liaising with local authorities, emergency services and Safety Advisory Groups (SAG). • Experience managing contractors, service providers and facilities maintenance programmes. • Experience developing and implementing risk assessments, operational procedures and event safety plans. <p>Essential Skills & Knowledge</p> <ul style="list-style-type: none"> • Strong knowledge of UK health and safety legislation and compliance frameworks. • Understanding of the Guide to Safety at Sports Grounds (“Green Guide”) and stadium safety certification requirements. • Ability to lead operational planning for matchdays, events and non-event day activity. • Strong leadership and people management skills with the ability to coordinate multi-disciplinary teams. • Excellent organisational, communication and decision making skills, particularly in high-pressure environments. • Financial awareness and ability to support operational budgeting and cost control. <p>Essential Qualifications</p> <ul style="list-style-type: none"> • Recognised Health & Safety qualification (e.g. NEBOSH General Certificate or equivalent). • Demonstrable professional experience in stadium, facilities, venue or event management. • Full UK driving licence (desirable depending on role requirements).

PERSON SPECIFICATION	
	<p>Desirable Qualifications & Experience</p> <ul style="list-style-type: none"> • Level 4 Certificate in Spectator Safety Management (or willingness to obtain). • Formal qualification or training in Facilities Management or Project Management. • Experience acting as a Safety Officer or Deputy Safety Officer at a sports venue. • Experience managing capital projects, stadium upgrades or infrastructure works. • IOSH membership or equivalent professional accreditation. • Experience working within professional sport or large scale entertainment venues.
<p>Other</p>	<p>Personal Attributes</p> <ul style="list-style-type: none"> • Proactive approach to problem solving. • High attention to detail with a proactive approach to risk management. • Collaborative leadership style with the ability to work across departments. • Strong commitment to spectator safety, compliance and operational excellence. • Flexible approach to working hours including matchdays, evenings and weekends.

This role description is subject to change pending review by the role holder and their line manager.