

# Job Description



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## Post Title

Grounds Assistant.

## Department/Location

Grounds, the Millers Oils High Performance Complex (training ground).

## Reports to

Head Groundsman.

## Purpose of the Role

To undertake all duties associated with maintaining and renovating sports surfaces in a football environment, ensuring that the facilities are in premium condition and fit for purpose, while also adhering to all environmental and health and safety law and regulations.

## Functional Links

### Internal:

Grounds team.  
Sporting Director.  
Head Coach and First Team Coaches.  
Academy Manager and Coaches.  
First Team and Academy Players.  
Training Ground Operations Team.  
All staff and managers throughout the organisation.

### External:

Members of the public.  
Prospective players and their agents/representatives.  
Fans/supporters.  
External agencies e.g., HSE, Environmental Health.

## Key Performance Indicators:

- All surfaces on the First Team and Academy training pitches are maintained to a consistently high standard.
- Safe and effective use of equipment to ensure playing surfaces are maintained in premium condition.
- Compliance with environmental and health and safety legislation and regulations.

## Role Specific Responsibilities

### Knowledge:

The post holder will be required to:

- Work as a member of the Grounds team to ensure playing surfaces are consistently well-maintained and fit for purpose.
- Identify and ensure the correct application of materials, tools, equipment, and machinery used in maintenance and renovation activities, under the supervision of the Head Groundsman.



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- Identify and understand different grasses, soil types, weeds, pests, diseases, turf disorders, artificial surfacing material, underlays, infill material, turf and soil reinforcement material, and line marking materials.
- Understand the principles of photosynthesis, respiration, and transpiration, in the growth and development of plants and apply this knowledge accordingly.
- Contribute to monitoring the impact of weather, ground conditions, and usage on pitch quality and playing quality, and work with the Grounds team to take appropriate action as necessary.
- Contribute to minimising waste and reducing environmental impacts.
- Monitor, record, and report basic grounds maintenance findings.

### **Skills:**

The post holder will be required to:

- Apply knowledge and skills with a logical and systematic approach, also demonstrating a positive work ethic in achieving the desired outcomes from the playing surfaces being maintained.
- Contribute to maintaining and renovating turf surfaces in a safe and appropriate manner to ensure training and matches can take place in fair and safe conditions.
- Use a range of equipment and machinery as required, including but not limited to, mowers, scarifiers, aerators, and other specialist turf equipment, covering hand tools, as well as pedestrian operated, ride-on, and tractor mounted implements.
- Correctly calibrate equipment for material requirements and apply at the correct rates a range of materials, including grass seed, fertilizer, and bulky top-dressing.
- Use integrated prevention and control methods to reduce the incidence of diseases, disorders, pests, and weeds on turf.
- Set and mark out playing areas in accordance with the Laws of the Governing Bodies of Sport.
- Maintain tools, equipment, and machinery used for maintenance and renovation activities, to ensure their safe and effective use.
- Maintain and conduct basic routine servicing and repairs to drainage and irrigation systems.
- Effectively communicate with others and provide an excellent level of customer service.
- Work safely, efficiently, and effectively at all times, whether under supervision, as an individual, or in a team.

The post holder will also be required to undertake any other duties as required by the Head Groundsman and/or any other Senior Manager/Director.

## Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.
- Communicate appropriately at all levels.
- Be flexible to fit the development and growth of the organisation.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Respect others and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics, as specified in the Equality Act 2010.

### Additional Information

#### Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

#### Equality, Diversity, and Inclusion:

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.



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The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.



**Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was reviewed in April 2024.**

**The proposed review of this Job Description is July 2025.**



# Person Specification

**Post Title**  
Grounds Assistant



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Area of Expertise	Essential	Desirable
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience in a similar role working outdoors.</li> </ul>
<b>Qualifications and Professional Accreditation</b>	<ul style="list-style-type: none"> <li>• A good standard of general education at GCSE level or higher.</li> <li>• NVQ Level 2 in Sports Turf Management or an equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the Grounds Management Association.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Enjoys working outdoors in all seasons and weather conditions.</li> <li>• Able to work on own initiative and with minimal supervision.</li> <li>• Able to take instruction from others.</li> <li>• Friendly and helpful personality.</li> <li>• Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Health and Safety legislation.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Suitable to work in an environment in which there may be contact with children and/or young/vulnerable adults.</li> <li>• Committed to equality and diversity initiatives, and inclusive practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working hours, to fulfil the requirements of the role.</li> </ul>