



## JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Security Officer
Working Hours:	Average of 20 hours per week (4-hour shift pattern over 5 mornings 6:00am until 10:00am.
Location:	SWFC Training Ground and Main Stadium in Hillsborough.
Salary:	National Living Wage. £10.42 per hour.

## OVERALL PURPOSE OF JOB

As a professional trained Security Officer, you will be responsible for ensuring the security of the premises and the things and people in it. You will quickly address workplace security risks that include crimes, theft, fire, vandalism, and illegal entry to any of the SWFC sites and designated areas. From monitoring, deterring, and intervening in incidents to constantly provide peace of mind for the Club and its employees

## GENERAL DESCRIPTION – TASK RELATED

### Main Duties:

- To contribute to identifying and undertaking initiatives aimed at improving the efficiency, and effectiveness of service delivery.
- To prevent incidents from happening by monitoring the people coming in and out of SWFC premises.
- To contribute to a fully integrated service in providing a good customer service.
- Provide management information as required for the use of SWFC.
- You will be expected to contribute to the Health & Safety of the working environment.
- Warn intruders and expel them from the site if considered safe to do so or contact the Police.
- Inspect equipment and machinery to ascertain whether tampering has occurred.
- Be vigilant and check for fire hazards, leaking water pipes and doors/gates left unlocked.
- Observe persons leaving the premises to guard against theft of Company property.
- Sound the alarm or call the Police or Fire Department by telephone in the case of fire or presence of unauthorised persons.
- Complete inspection time sheets as required.
- Submit complete reports regarding any incidents.
- Be competent to read/operate the fire panel and be familiar with the Club's fire procedures.



- Regulate vehicle and pedestrian traffic at site entrances to maintain orderly flow.
- Ensure that vehicles do not park in restricted areas.
- Perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or storage rooms.
- Unlocking areas in the mornings as requested by the cleaning staff and catering staff and securing the same upon completion of duties.
- Opening and closing as per itinerary.
- Provide access to all parts of the Stadium and training ground when requested by authorised personnel.
- To ensure any suspicious activity is dealt with swiftly and professionally.
- To patrol the premises at regular intervals and perform random checks of designated areas throughout the premises for any security breaches.
- Checking and admitting visitors into the premises.
- Monitoring surveillance cameras.
- Assisting staff in securing areas.
- To always promote a professional image of the club and themselves.
- Any other duties as reasonably requested.

## **Other Match Day Duties**

- Open turnstiles and other areas as requested by authorised personnel.
- Organise radios to be recharged where required.
- Secure all areas after the game,
- Any other duties requested by matchday safety officer

## **QUALIFICATIONS, TRAINING & REQUIRMENTS:**

### **Essential:**

- Maths and English GCSE or equivalent.
- To be aged 18 or over
- Have a valid SIA licence.

### **Desirable:**

- First Aid Training
- Fire Evacuation Training.

## **SKILLS & EXPERIENCE:**

- Observation skills and attention to detail.
- Honesty and integrity.
- Ability to lead and work in a team.
- Excellent verbal Communication skills.



# SHEFFIELD WEDNESDAY FC

- Hard-working and flexible attitude to cover additional shifts.
- Quick thinking and problem-solving skills.
- At least 2 years' experience working in a security role and working with surveillance equipment.

Sheffield Wednesday Football Club (SWFC) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post will be subject to a criminal record check or an enhanced DBS check.

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

[A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.](#)

If you feel you have all the qualities and experience, please complete the application form and send your CV and covering letter to [vacancies@swfc.co.uk](mailto:vacancies@swfc.co.uk)

**Closing Date: 30th April 2023**