



**N THE
NEST**

Job information pack

GROUNDS ASSISTANT

OVERVIEW

The Nest-Norfolk's Community Hub, is located in Horsford near Norwich International Airport, and is Norwich City Community Sports Foundation's community hub.

Our inclusive, engaging, and modern 22-acre site has a range of facilities include a floodlit 3G pitch, high-quality grass football pitches, residential bunk boxes, cafes, challenge woods, conference and event spaces.

The facilities are used for businesses, sports teams, school groups, private functions, children's birthday parties and more. We pride ourselves on excellent value and great service, and our team are integral to providing fantastic experiences.

We are looking for staff that help our visitors achieve their full potential. Our staff are welcoming, use their initiative to solve problems, and look for new ways to develop our facilities so that we can improve our community.



Ian Thornton OBE,
Chief Executive Officer





ROLE OVERVIEW

Job Title: **Grounds Assistant**

Salary: £24 – £26K – depending on experience

Contract Type: Full Time

Line Manager: **Head Grounds Person**

The responsibility of the Grounds Assistant is to support the Head Grounds Person in maintaining and enhancing the outdoor spaces and sports facilities across all facilities. The role is vital in ensuring that the grounds are safe, welcoming, and of a consistently high standard for the local community, sports teams, and visitors.

Objectives

- Assist in the upkeep, preparation, and presentation of playing surfaces, landscaped areas, and all outdoor facilities.
- Ensure that all outdoor spaces are maintained to the highest safety, aesthetic, and functional standards.



ROLE SPECIFIC RESPONSIBILITIES

Essential Duties/Responsibilities

- Carry out day-to-day ground's maintenance including mowing, line marking, strimming, hedge cutting, watering, and pitch preparation.
- Perform regular inspections of playing surfaces and landscaped areas, promptly reporting any issues to the Head Grounds Person.
- Operate and maintain a range of horticultural and grounds machinery and tools, ensuring they are used safely and effectively.
- Contribute to keeping the grounds free of litter and hazards, ensuring a safe environment for all users.

Support/Assist

- Assist with the set-up and break-down of pitches, events, and outdoor activities as required.
- Assist with routine maintenance and minor repairs to equipment and outdoor facilities.
- Support in implementing seasonal maintenance programs (e.g., aeration, fertilizing, seeding, top-dressing).
- Carry out any other reasonable duties as required by the Head Grounds Person or management team.

Compliance/Growth

- Always Comply with health and safety regulations and The Nest's policies.
- Participate in training and development activities to enhance personal and professional skills.
- Work flexibly, including weekends or evenings, to meet the needs of The Nest's activities and events.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of grounds maintenance or similar outdoor manual work.	✓	
Basic knowledge of grounds care equipment and machinery.	✓	
Good awareness of health and safety practices.	✓	
Ability to work outdoors in varying weather conditions.	✓	
Strong teamwork skills, with the ability to work independently when required	✓	
Enthusiastic, reliable, and committed to maintaining high standards.	✓	
Qualification in Sports Turf Management, Horticulture, or similar field.		✓
Experience working on sports pitches or community recreational facilities.		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to learn and attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation's values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals and have an excellent experience with us.	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	

WHERE WILL I WORK?

The Nest's facilities provides a positive and vibrant environment for all its employees. Along with our fantastic visitor and customers, The Nest's facilities also hosts much of the Community Sports Foundation's workforce.

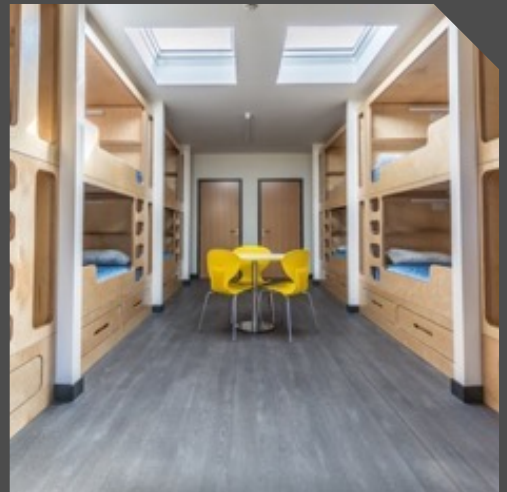
Our nurturing ethos to be inclusive and support our community means that you may work alongside disadvantaged young people, apprentices, students undertaking work experience or people with disabilities.

Free car parking is available for all staff on site. An hourly bus (route 35) connects The Nest to the city centre and Carrow Road.

At times you may be requested to work at Norwich City Football Club, Carrow Park or any one of our other sports facilities.

As The Nest develops or operates other sites, you may be required to be based at the other venues:

The Nest: NR10 3AQ
Carrow Road: NR1 1JE





THE NEST VISION

To create a safe, nurturing environment that allows people in our community to develop skills, get active, and realise their potential

EMPLOYEE BENEFITS*

Discretionary incentive scheme	20% discount off food and drinks whilst working at The Nest
Access to Norwich City match tickets	Canaries retail store and stadium restaurant staff discounts
28 days holiday (including bank holidays), plus additional holiday over Christmas	Cycle to Work Scheme
Personal celebration day	Free parking on all Foundation sites
Enhanced employee training programme	30-minute wellness workout included in daily working hours
Flexible working	Death in service benefit and Employee Assist Programme access



APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Interview Dates: on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: recruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF and The Nest are committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF and The Nest are committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



nest.info@norwichcitycsf.org.uk



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