



The Role and Responsibilities of Stadium Attendant – GCST

Responsible to: Stadium Manager. This post is employed by Grangemouth Community Sports Trust.

Direct Reports: None

Responsible for: To oversee the comfort and enjoyment of the users of Grangemouth Stadium, to ensure the upkeep of the building and it's facilities.

*Please note that this job is advertised for 15 hours per week, but with overtime opportunities available.

Key Tasks

This role will start at 15 hours per week with opportunities for overtime and will involve:

- To adhere to current operating procedures for the facility, including the facilities Normal Operation Procedures and Emergency Action Plan, the company's Safety policy and the Health and Safety principles contained therein
- To attend regular Health & Safety training to maintain the required Health & Safety competency required for this post
- To patrol the building in order to carry out routine maintenance and building security
- To attend regular training to maintain the required competency standards
- Where required, to undertake basic administration functions including taking bookings, receiving cash through the computerised booking system, receiving customers, telephone calls and receiving goods
- To oversee the general safety and behaviour of the public, clubs, spectators and users and to direct their activities to prevent injury or misuse and damage to facilities
- To undertake other duties as required by centre management

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Work and other experience	• Experience of working within a sports facility and/or club environment • Knowledge and understanding of athletics • Experience of working effectively with the public • Experience of volunteering or supporting volunteers • Ability to undertake flexible working hours	• Knowledge of national sporting/physical activity initiatives & strategies • Experience of working with local partners to build sustainability into local programmes • Experience of leading coaching sessions/activity to adults • Experience of supervising projects and people
Skills	• Strong knowledge of basic desktop computing skills • Ability to build effective working relationships • Excellent organisational skills • Well-developed communication skills • Ability to prioritise competing deadlines • Ability to build effective working relationships	• Ability to prioritise competing deadlines and projects • Ability to work with board, members and other partners • Ability to demonstrate leadership or Experience in a leadership role whether voluntary or employed.
Disposition and personal qualities	• Motivate and support others to take action / participate • Establish clear goals • Be open to ideas • Empathetic, enthusiastic, approachable, hardworking and passionate. • Commitment to personal development and a willingness to learn from others • Innovative and forward-thinking with a positive attitude	

Application Process

Applicants should apply by submitting their CV and covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), and the equal opportunities form, to craig.stewart@grangemouthcommunitysportstrust.org

The closing date for applications is **Friday 28th November 2025** with interviews taking place on the **w.c 8th December 2025**

Incomplete applications and those received after the closing date will not be considered.

Grangemouth Community Sports Trust is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

Grangemouth Community Sports Trust is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email craig.stewart@grangemouthcommunitysportstrust.org

