



Role Profile

Matchday Control Room Loggist

Role Reports To: Safety Officer

Role Purpose: This is a vital role in the Control Room responsible for maintaining accurate logs and records and ensuring efficient communication with the Safety Officer. The Loggist plays a key role in documenting incidents, communication, and operational details to facilitate smooth matchday and event execution.

Main Responsibilities and Accountabilities

- Maintain detailed and accurate logs of all activities, communications, and incidents within the event control room.
- Record key information such as event timelines, equipment status, and personnel movements.
- Log all incoming and outgoing communication, including radio transmissions, phone calls, and messages.
- Quickly and accurately report any incidents or emergencies to the appropriate personnel.
- Document incident details, actions taken, and outcomes for future reference and analysis.
- Monitor and document the status of all technical equipment within the control room.
- Report any malfunctions or issues promptly to the relevant technical support teams.
- Work closely with other control room staff, security personnel, and event organisers to ensure a coordinated and efficient operation.
- Provide support to colleagues during high-pressure situations.
- Any other reasonable duties and responsibilities which your line manager or another senior manager at the club asks you to perform.
- Work flexible hours as the Club requires, this will include matchday working evenings and weekends, and other stadium events.
- Demonstrate commitment to Safeguarding by adhering to relevant policies, procedures and values relating to safeguarding children and adults at risk.
- Support the Club's commitment to equality, diversity, and inclusion.

Qualifications, Key Skills & Experience

Essential

- Proven experience, recording documentation, incident reporting, or communication coordination
- meticulous documenting and record-keeping and using relevant software for documentation and communication purposes within a Control Room.
- Ability to accuracy in maintaining logs and reports.
- Ability to work accurately, with close attention to detail
- Ability to take initiative to identify and address issues before they escalate
- Strong organisational and planning skills and ability to adapt to changing conditions quickly in a fast-paced high-stress environment during live events environment.
- Ability to convey information clearly and concisely, listen and responds appropriately.
- Demonstrates composure and remains focused during high-pressure situations.
- Strong written and verbal communication skills which are clear, concise, and accurate to internal/external stake holders,
- Ability to handle sensitive information with discretion and maintains confidentiality
- Maintain a cooperative and supportive attitude in a team setting with the ability to well with others; supports colleagues in achieving common goals.
- Availability to work irregular hours, including evenings and weekends, may be required based on matchday fixtures and other events

Desirable

- Proven experience in a similar Loggist role.
- Proficient in using IT including (but not limited to) Microsoft Outlook, Teams, Excel, Word
- Excellent interpersonal skills, with the ability to build relationships with different audiences.
- Able to use initiative to resolve issues.
- Open to acquiring new skills and staying updated on the sports industry best practices.
- Proactive, self-starter who acts with a high level of integrity.
- Ability to work unsupervised and as part of a wider team.

Disclosure and Barring Service Check Requirement

- This role will be subject to an enhanced disclosure

Aston Villa Football Club is an inclusive institution that provides a welcoming environment to supporters, the local community, customers, employees, contacts and competitors. We want to ensure that the Club and all its subsidiaries are free from discrimination of any kind, embracing all regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex (gender), religion or belief.

Aston Villa Football Club is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [Aston Villa Football Club | The official club website | AVFC - Safeguarding](#)