



## **JOB DESCRIPTION & RESPONSIBILITY STATEMENT**

**POST TITLE: Virgin Media Park Facility Manager**

### **1 ROLE AND PURPOSE OF POSITION**

The Virgin Media Park Facility Manager oversees all operations, maintenance, and continuous improvement of Virgin Media Park (VMP) and associated facilities on event and non-event days. The role carries full responsibility for financial, operational and safety matters, ensuring the stadium operates to the highest professional standards..

### **2 REPORTING RELATIONSHIPS**

Operational: Chief Operating Officer, Munster  
Functional: Chief Executive Officer, Munster

### **4. WORKING RELATIONSHIPS:**

Rugby Development Manager  
General Manager Rugby, Munster  
Munster Rugby staff  
Event Manager  
Branch Committee  
Stadium Directors  
Schools & Youth Committees  
Munster Association of Referees  
Clubs & Tenant Clubs  
Local Community Stakeholders

### **5. KEY QUALITIES**

- Excellent interpersonal and relationship-building skills
- Positive, proactive, solutions-driven approach
- Self-motivated, flexible, and able to work independently
- Extensive experience in facility management and general maintenance
- Strong knowledge of artificial and natural pitch care
- Competent in Excel, Word, and Outlook

## 6. RESPONSIBILITIES

- Manage bookings for pitches and gym spaces, including financial coordination and customer engagement.
- Lead and support all stadium staff, including TUS participants and casual workers.
- Manage facility budgets, ensuring responsible planning and cost control.
- Maintain the main VMP pitch to match-ready standard throughout the season.
- Coordinate all Munster Branch fixtures at VMP and Mahon, including scheduling and payments.
- Work with concert promoters to deliver high-standard concerts.
- Liaise with IRFU on matches hosted at VMP.
- Oversee cleaning, security, and maintenance across all facilities in Cork.
- Maintain strong community and tenant-club relationships, including regular resident meetings.
- Lead health and safety compliance across VMP and Mahon.
- Oversee maintenance and management of the Mahon pitches.
- Oversee day-to-day operations of VMP and the Centre of Excellence, ensuring a safe, high-quality experience for all users.
- Integrate sustainable practices into the day-to-day running of stadium operations and facilities management, including energy management and resource efficiency, to enhance long-term performance and impact.
- Serve as the key point of contact for all users and stake holders and foster a welcoming and inclusive environment for all.
- Manage contracted services and maintenance agreements.
- Support planning and delivery of all stadium events and team logistics.
- Coordinate with Gardaí and security partners to ensure venue safety.
- Arrange match-day medical personnel and ambulance services.
- Handle enquiries, feedback and complaints in a professional manner.
- Ensure the quality of each user experience is at the heart of all that we do.

## 7. PERFORMANCE MEASURES

### Key Performance Indicators

- Year-on-year increase in activity at VMP
- Demonstrated initiative, commitment towards the continuous development of VMP as a sustainable, viable and modern facility.
- Facilities consistently maintained to a high standard
- Positive feedback from users, tenants, and event partners
- All playing surfaces kept match-ready