

ASHFORD LEISURE TRUST

JOB DESCRIPTION

JOB TITLE:	Julie Rose Stadium and Lakes Manager
SALARY:	£25000-28000
SECTION:	ALT Management Team
RESPONSIBLE TO:	Centre Manager
RESPONSIBLE FOR:	Stadium Assistants Receptionists Recreation Assistants Fitness Assistant Coaches – athletics, sports and watersports Cleaner

JOB SUMMARY:

To be responsible for the effective development and day to day operation of the Julie Rose Stadium and the lakes at Conningbrook Country Park, including staffing, programming, development and facility presentation.

MAIN DUTIES

Operational

1. To plan, organize, and manage the day-to-day operations of the Stadium and lakes ensuring excellence in customer service and staff performance.
2. To manage all operational staff ensuring the correct levels are maintained to meet the advertised programmer and safety standards whilst ensuring costs are kept within budget.
3. To ensure a high level of cleanliness and facility presentation at all times.
4. Support and develop a range of volunteer opportunities.
5. To supervise, motivate and issue work to all other subordinate staff having regard to personal development, training and welfare.
6. To ensure that all daily and weekly checks are completed and appropriate work is carried out.

Financial & Administration

7. To be responsible for the day to day financial management and production of financial reports for analysis.
8. To ensure the financial performance targets are monitored and achieved.
9. To introduce, monitor and update management objectives to ensure that it functions in a dynamic manner and therefore improves the cost effective management of the site.
10. The production, analysis and monitoring of relevant performance indicators.

11. Production of monthly and annual reports detailing performance and compliance.

Programming

12. To develop and manage a programmer of comprehensive sporting and non sporting activities to include the lake, athletics stadium and gym.

13. To liaise with all appropriate governing bodies associated with the lakes and Julie Rose Stadium to ensure an effective and safe operation and delivery of the programmer and events.

14. Plan, organize and control special events in a safe effective manner.

15. Liaise with local schools, youth clubs and community groups to promote the site as a venue for educational and sporting purposes.

Legal

16. To comply with all UK legislation related to the management of sports facilities, employment law, licensing law and health and safety.

Health and Safety

17. To liaise with all hirers of the facilities to ensure the lakes/ Stadium rules and regulations are adhered to including supply of required documentation e.g. risk assessment to Ashford Leisure Trust.

General

18. To participate in the recruitment and employment of staff in accordance with set procedures. To deploy staff, identifying, initiating and implementing specific training requirements for staff within the Operations section by carrying out staff appraisals.

19. To ensure that all levels of staff carry out their duties as laid down in their job descriptions.

20. To have a thorough knowledge of the performance improvement and disciplinary procedures and to implement when appropriate.

21. To ensure that Health and Safety procedures are complied with at all times.

22. To actively participate in and be committed to the corporate management and development of Ashford Leisure Trust.

23. To undertake personal training, attend courses and seminars as required.

24. To have a good knowledge of the Staff Handbook and adhere to the Customer Care Policy.

25. To serve as a member of the Ashford Leisure Management and attend meetings as required.

26. To undertake the responsibilities of a Stadium Assistant when required.

27. To undertake other duties that may be reasonably allocated by the Centre Manager.

28. You will be required to contribute to your own training and development and to understand your role in Ashford Leisure by attending personal development discussions. The Operations Manager will assist you by maintaining a planned approach and agreeing your personal targets, which will reflect the needs of the business.

**OTHER
CONDITIONS:**

The working week is one of 37 hours and the post holder will need to regard the hours of work as flexible according to the requirements of the service. The post holder will be expected to be present on a shift system if required during the peak periods to support the Duty Officers and front line staff to include evenings, week-ends and bank holidays.

Employees will be required to operate at any facility managed by Ashford Leisure Trust after receiving appropriate training.

Rehabilitation of Offenders Act 1974

This post may involve substantial opportunity for access to children. As such it is exempt from the Rehabilitation of Offenders Act 1974 and the post holder is required to obtain a Standard Disclosure from the Criminal Records Bureau. The post holder is also required to inform the HR department of any conviction received during his or her employment.

Health and Safety

All employees have responsibilities under The Health & Safety at Work Act 1974. These responsibilities are laid out in Ashford Leisure Trust's Safety Policy, available in each Department.

This job description intends to describe the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job and is not intended as a wholly comprehensive or permanent schedule. The order in which duties and responsibilities are listed is not significant.

EW November 2017