

JOB DESCRIPTION

Post:		Manager, Assynt Leisure
Salary:		£25,750 per annum
Location:		Lochinver
Responsible to:		Assynt Leisure Board
Job Purpose:		To effectively manage and develop the sports, community and learning facilities provided by Assynt Leisure.
Main Duties:	1.	To manage and develop all aspects of the day-to-day running of the centre.
	2.	To work within agreed budgets, keep appropriate financial records and advise the Board on the planning and monitoring of budgets for the centre.
	3.	To provide and maintain a safe, suitable and supportive environment for active recreation and other activities taking place in the centre and ensure all legal requirements are met. To train new members in gym induction along with Leisure Assistant.
	4.	To develop and promote the centre as a venue for active recreation, community activity and community learning in co-operation with other facilities in Assynt.
	5.	To manage and develop the centre's staff and associated volunteers. To manage a small team of staff deploying their roles effectively and diversely according to the needs of the centre including tourist season duties. To support and develop staff and seek training opportunities for them.
	6.	To take responsibility for the maintenance and security of the centre building.
	7.	To assist Assynt Leisure to develop and deliver policies, plans and strategies to further its objectives.
	8.	To devise, organise and deliver a programme of events, activities and opportunities.
	9.	To assist and support community groups, clubs and societies and other potential users to develop and improve their activities through use of the centre, its facilities and its activities.
	10.	To market and promote the centre and activities.
	11.	To support the Board to monitor performance targets and contribute to enhancing Assynt Leisure's performance.
	12.	To work in partnership with appropriate external organisations at a local, regional and national level as required.
	13.	To attend meetings, advise, prepare and present such reports as required by the Board of Assynt Leisure.

Other Duties:		The post holder may be required to perform duties other than those given in the job description, the particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the post.
Hours of Work:		Given the nature of the facility the post holder will be expected to work a flexible work pattern, including evenings and weekends as required. The normal working week will be 37 hours. Overtime will not be paid without explicit consent of the Board but time off in lieu will be gained.
Leave:		The post holder will be entitled to four weeks holiday pay per leave year. This may be increased at the discretion of the Board. In addition, appropriate statutory and public holidays are granted although it may be necessary for the post holder to work during the statutory public holiday. In that case, a day off in lieu may be taken for every public holiday worked at a time to be agreed with the Board.

PERSON SPECIFICATION

1. EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Experience in the leisure industry or a comparable customer-facing sector
Desirable	<ul style="list-style-type: none"> • Experience of working within a community organisation or charity • Experience of managing staff • Experience of managing budgets • Experience of managing facilities or services • Experience of fundraising
2. QUALIFICATIONS AND TRAINING	
Essential	<ul style="list-style-type: none"> • Educated to HND level or with equivalent transferable experience and skills
Desirable	<ul style="list-style-type: none"> • Relevant sports/leisure qualifications
3. KNOWLEDGE AND SKILLS	
Essential	<ul style="list-style-type: none"> • Strong communications skills, both verbal and written • Ability to relate well to staff and customers • Understanding of customer needs and the role of marketing and communication • Enthusiasm and the ability to motivate others

	<ul style="list-style-type: none">• Ability to develop and deliver a programme of activities• Ability to work on own initiative and as part of a team• Ability to prioritise and organise tasks across a team• Effective IT skills
Desirable	<ul style="list-style-type: none">• Ability to deliver classes• Understanding of health and safety