



STONYHURST

Job Title: Leisure Facilities & Business Manager

Department: Stonyhurst Sports Centre

Line Manager: Enterprises Director

Key Tasks & Responsibilities

- To manage and operate the sports facilities at Stonyhurst College, including the swimming pool, gym, fitness studio, indoor tennis dome, outdoor tennis courts, all-weather pitch. This list is not exclusive as expansion is likely
- To take ownership of the sports facilities budget, managing all income and expenditure.
- Analyse sales figures and performance data
- In conjunction with the Enterprises Director, co-ordinate marketing and publicity for the facilities, and be pro-active in selling and advising of services offered by Stonyhurst College Sports Centre
- To work closely with the Director of Sport to co-ordinate pupil use of the facilities, whilst ensuring there is sufficient availability for external users in order to maximise potential income generation
- Ensure that the facilities are well-managed and that health and safety standards are upheld
- Ensure that high levels of customer service are developed and maintained
- Manage the team of operational staff and instil a culture of innovation and high standards
- Monitor and evaluate all aspects of the operation of the facilities, including IT, administration, business development and financial management
- Maintain the facilities in an excellent state of repair. To implement a programme of repairs and maintenance that will protect the College's assets and meets all health and safety and other legislative requirements
- Co-ordinate the use of facilities for events and camps that the College have attracted to their campuses
- To ensure all external hires treat the facilities with the utmost care and respect
- Attend meetings as required and liaise with all users including students, public, clubs, governing bodies and College staff
- Maintain and develop good working relationships with both internal and external customers
- Recruit, line-manage, train and develop all members of the Sports Centre Team
- Responsible for overseeing the rota for all staff and ensuring the facilities are sufficiently manned across the 7 day working week, including the opening and closing of each individual facility

- In conjunction with all staff, to support, promote and act within the College's Safeguarding Policy

Essential Skills

- Keen interest in physical fitness and enthusiasm for sport in general
- Excellent interpersonal, time management and organisational skills
- Ability to work well within a team
- Leadership qualities and the ability to motivate team members
- A level of business acumen, creative thinking and problem-solving
- Energy and resilience
- Flexible working and the ability to multi-task
- A customer facing, approachable and friendly attitude
- The ability to relate to customers of all ages
- Desire to communicate with other professional bodies, network and maintain your knowledge of the industry current
- Computer literacy
- Proficient in Microsoft Office

Hours of Work

37.5 hours per week, including regular unsociable hours, with early and late shifts as well as weekend work

The Centre Manager may be called in to cover events or staff absences

Holiday Entitlement

30 days including bank holidays.

Salary

£31,000.00 per year.

A bonus of up to £3,000.00 per year is attainable, based on achieving targets relating to membership recruitment and retention.