**Job Description**

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| Job Title: Tooting Area Sports Team Manager | ENS02 |
| Section: Enable Leisure & Culture  | Department: Enable Leisure and Sport Services  |
| Responsible to: Senior Leisure Managers | Date: 31/10/2017 |
| Post Number:  |

**Job Purpose**

* Day-to-day management and development of the staff, facility and services at Tooting Bec Athletics Track and Furzedown Recreation Ground.
* Development and management of an annual facility action plan, in line with the strategic aims of enable leisure & culture.
* Organising and promote a full, varied and cost effective programme, allowing for optimum use of the facility by individuals, schools, clubs and groups.

**Main Duties and Responsibilities**

* Responsible for the recruitment, management and development of contracted and casual staff at Tooting Bec Athletics Track and Furzedown Recreation Ground, including:
* Ensuring that all staff are appropriately inducted in the sites normal operating procedures and emergency operating procedures.
* Responsible as appropriate for the management of staff through all HR codes including disciplinary and grievance matters advising senior management of any issues which might affect the efficient running of the facility.
* Responsible for organising staffing rotas for permanent and casual staff, ensuring that adequate numbers of staff are on site to enable the efficient running of the facility.
* Responsible for monitoring the attendance and time keeping of staff, submitting weekly staff returns and preparing and authorising staff pay claims.
* Responsible for ensuring a high standard of customer care and dealing with customer compliments, comments and complaints.
* Responsible for ensuring safe use of the facility and equipment and advising individuals or groups of appropriate use depending on their needs and abilities and complete risk assessments.
* Responsible for the promotion and marketing of the facilities using appropriate publicity and writing a site marketing plan.
* Responsible for the development and promotion of activities and events aimed at increasing memberships and maximising the use of the facility. This will include organising and managing regular bookings, taster sessions, outreach work, events, and competitions.
* Responsible for the supervision of casual coaches to ensure that a high quality of general coaching is maintained. Including responsibility for checking all relevant qualifications and documentation are within date.
* Responsible for security of the Sports Centre including key holder status, ensuring that all key holders follow security procedures and issuing and collecting keys.
* Responsible for ensuring that the facility is managed in compliance with Health & Safety legislation and enable leisure & culture’s Health and Safety Policy and guidelines.
* Responsible for ensuring that the premises are properly maintained, liaising with the Department’s Premises Section and contractors as necessary
* Responsible for ensuring that all administrative and financial procedures for the facility are carried out in accordance with enable leisure & cultures procedures and Audit Service guidelines.
* Responsible for being the budget holder for this site, monitoring the budget through monthly forecasts and reports from the electronic till system. Taking corrective action when necessary. Ensuring that all income and petty cash is recorded reconciled and banked in accordance with Audit Service guidelines.
* Responsible for collecting, monitoring and reporting user figures of the Centre as required.
* Responsible for the control and operation of vending machines, including ordering stock, maintaining stock control records, dealing with breakdowns and the collection and banking of income.
* Responsible for ensuring that all equipment, including specialist sports equipment, is regularly checked, and that any necessary repairs or maintenance are carried out through a maintenance schedule.
* Responsible for ensuring that annual inventories of equipment are carried out and that appropriate records are maintained and conform to audit requirements.
* Attend meetings and represent enable Leisure and Sport Services as necessary. (includes liaison with Graveney School and the Furzedown Community Network and Tooting Common Management Advisory Committees).
* Responsible for working towards quality accreditation schemes. This includes being responsible for the implementation of the staff Development and Appraisal Scheme, identifying and providing training and development for staff to meet the requirements of their jobs.

**Generic Duties and Responsibilities**

* Responsible for adherence to the enable leisure & culture Equal Opportunities policies in respect of both the staff and delivery of services to the public.
* Responsible for adherence to the enables leisure & culture Safeguarding policies in respect of both the staff and delivery of services to the public.
* Generally promotes the services of the department by assisting the public in person and by telephone, in a helpful and courteous manner.
* Responsible for the evaluation, implementation and compliance with Health & Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the council and departmental safety arrangements and policies and codes.
* The post holder is required to work on a shift basis, including evenings and weekends and may be required to work at other sites with Leisure and Sport Services as directed by management.
* The post holder must have the ability to travel around the borough.
* The post holder is required to carryout any other duties required that are commensurate with role of Manager in enable Leisure and Sport Service.
* This job description is written in the form used for grading posts. It is not intended to be an exhaustive and final statement of the duties required of any particular post or postholder. Any proposal to change the job description will just be the subject of consultation with the post holder who may seek the advice of a personnel officer or a staff representative.

SIGNED:

POSTHOLDER: MANAGER:

DATE: DATE:

Postholder’s Name: Signature: Date: