

South Dartmoor Community College and the Atrium

Job Description



Job Title:	Community Sports Manager
Location:	WeST based at South Dartmoor Community College and the Atrium
Grade:	NJC - D (£20,092-£22,183 pro rata)
Hours:	37 hours a week, 52 weeks per year
Reports to:	Head of Business & Finance

Job Purpose:

The Community Sports Manager will lead and develop the Community Sports Offer, primarily based at the Ashmoor Sports Centre on the campus of South Dartmoor Community College, but also includes the South Brent Fitness Centre.

You will have the freedom to develop all aspects of the operation, with a small strategic management team within the College to support you in progressing the business. You will be the key point of contact for the public when dealing with all aspects of community sport and have exceptional written and oral communication skills.

Our community sport brand extends to children's holiday provision and outreach work and you should be prepared to improve all aspects of the operation and not be constrained by what the current offer is. The successful candidate will have the knowledge, desire and enthusiasm to both increase opportunity and participation.

In summary, we are searching for a highly ambitious and motivated candidate who can contribute significantly to our school and community. You will not only be able to motivate, lead and be a team player, but also have a strong understanding of how to meet the needs of our college and community through sport. Experience of managing a budget is desirable. You will be the type of individual who enjoys both process management, PR and 'front of house' work and be highly innovative in your approach to delivering high quality sports and leisure experiences.

You will be excited by a challenge to reinvigorate and lead a successful operation through new ideas, and as a hands on leadership role, you will get involved in every aspect of running the facilities alongside your team, ready and willing to run a wide range of activities. We welcome applications from both experienced sports and leisure professionals but also an outstanding recent graduate looking for a challenge.

Key responsibilities:

- Manage daily operations across the facilities. Plan and communicate daily and weekly targets & facilitate their achievement through the team.
- Develop the Community Sport department's profit streams, to ensure optimum performance against budget targets.
- Set and monitor clear goals and performance expectations for the team.
- Communicate effectively with the college teaching staff in order to facilitate the high quality delivery of adopted curriculums.
- Work closely with the College Sports Team to develop initiatives.
- Mentor and coach students placed within the centre as part of their post or pre 16 courses.
- Contribute to the college's student assessment policy, effectively tracking and recording the progress of students working in the centre.
- Maintain & develop strong relationships within both the local community, and primary schools within the local area.
- Under the guidance of the finance team, monitor all costs to maximise efficiency.
- Plan rotas for the sports centre within budget whilst ensuring adequate cover of all areas of delivery, including the management of annual leave within the team.

- To be responsible for and proactively manage all hygiene, maintenance and Health & Safety issues, ensuring a safe environment for both employees and members.
- Ensure all financial transactions and cash handling systems are properly supervised and effectively managed and recorded.
- Develop and host a working management advisory 'user' group for the continued service improvement.
- Undertake regular performance and development reviews with staff managed in line with college policies.
- Develop working relationships with regional and national governing bodies in order to develop facility usage and coaching courses and opportunities.
- Actively pursue the establishment of coaching and training courses to be delivered at the centre in order to increase the coaching quality and coverage across sports.
- Take the lead in interacting and communicating with the 'user community' and actively promote ways to add value to the leisure offer.
- Ensure the reception team deliver a great service and that they strive to improve member engagement.
- Ensure facilities are maintained to the highest standards.
- In conjunction with the School Business Manager, support in formulating clear business plans, in line with the guidance provided, to suit the college's and community's requirements.
- Under the direction of the School Business manager, Develop and implement engaging and effective promotional opportunities.
- Any other duties as deemed appropriate by senior staff.

WeST

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity

Job Description produced by Head of Business & Finance, June 2021

