

ELSWICK COMMUNITY POOL AND LEISURE CENTRE

JOB VACANCY: FEMALE DUTY MANAGER



- **FEMALE DUTY MANAGER (37 hrs), £22,300. 25 days holiday plus statutory holiday.** Will have full responsibility for safe and effective management of the centre, driving income generation, managing staff and volunteers. Will be responsible for managing female only sessions within the building. Job share will be considered.

Closing date for applications is **12pm, Monday 7th September 2020.**

Applications received after this time will not be considered. Applications should be sent to info@elswickpool.co.uk

Applications should be made by submitting a CV, including information about current and previous employment, qualifications including grades where appropriate, and referees.

Applicants should also submit a covering letter outlining how they are qualified for the post and how they meet the essential and desirable criteria in the job description below. They should also give an overview of responsibilities in their current or last employment.

Successful candidates will be notified if they have obtained an interview, by Wednesday 9th September. **Interviews will be held at Elswick Pool on Friday 11th September.** Please let us know in your application if you are unable to make the interview day.

All appointments will be subject to the receipt of satisfactory references and the outcome of an enhanced DBS check.

If you wish to discuss the vacancy, please contact Phil Jameson on 0191 481 4101 or by email philip.jameson@elswickpool.co.uk.

Elswick Community Pool & Leisure Centre CIO strives to be a fair and equal opportunities employer and is determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. We are also a Living Wage employer. This post is exempt under the Employment (Sex Discrimination) Act 2000

The pool is located in Newcastle's West End, an economically deprived area with high levels of poor health. The board is committed to working in partnership with local residents and organisations to deliver opportunities that are both affordable and accessible and there is an expectation that employees will contribute to ensuring these goals are met.

FEMALE DUTY MANAGER JOB DESCRIPTION

1. PRINCIPAL RESPONSIBILITY

To manage and co-ordinate all operational aspects of the service, ensuring a safe, legally compliant, efficiently-run and friendly environment. Manage key performance areas and budgets for the centre, as well as motivating employees and volunteers. Be responsible for managing female only sessions within the building.

2. ORGANISATIONAL STRUCTURE

Duty managers will report to the senior duty manager, and to the board as required. All managers will take on their fair share of responsibilities connected with running the pool. All managers will be responsible for supervising leisure attendants, swimming teachers and volunteers, as required.

3. KEY RESULT AREAS

- To manage and co-ordinate staff, volunteers and coaching personnel.
- To plan, review and report volunteer development, including liaison with individuals and external agencies within an agreed budget.
- To contribute towards improved operational performance including cost monitoring.
- To plan, deliver and monitor activities, in line with the Board's strategic plans.

4. DUTIES

- To work on specific projects as directed by the Trustees.
- To cover for other Duty Managers, working directly with the Trustees.
- To work on specific projects as directed by the Trustees.
- To provide analytical support and statistical monitoring of business performance.
- To supervise and direct the work of all duty staff and liaise with colleagues including volunteers.
- To recruit, train and mentor staff, coaches and volunteers and provide them with advice and guidance in the planning and delivery of activities.
- To promote new and existing activities to the widest possible audience with a view to attracting new customers and retaining existing clients.
- To operate the facilities in accordance with legislation, health & safety procedures, ensuring that all appropriate facilities testing and relevant certification is undertaken with full records kept.
- To undertake reviews of all of the company's health and safety policies and procedures.
- To ensure that all employees and volunteers have received appropriate training and

certification for their role and full records are kept.

- To deliver internal and external courses as and when required.
- To work on a shift rota which will include shift work when covering holidays and illness.
- To maintain current knowledge of NGB and other relevant agencies, programmes, policies, guidance and advice.
- To be committed to continuous professional development (CPD) relevant to the post. To maintain own current Pool Lifeguard qualifications.
- Be familiar with the work of others and provide support and assistance as necessary to promote teamwork in the provision of good quality health, fitness and leisure service.
- To hold keys and follow open up and closing down procedures.
- Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.
- Equal Opportunities – The post holder must carry out their duties with full regard to Equal Opportunities legislation and best practice.
- Disclosure & Barring Service – The post holder must be prepared to undergo an enhanced check.

Person Specification on next page

Elswick Community Pool Duty Managers

PERSON SPECIFICATION

JOB TITLE

Duty Manager

Person Specification		Measured By:
Qualifications / Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Managerial experience • Operational experience of Swimming Pools • Current National Pool Lifeguard Qualification • Certificate in Pool Plant Operation • ASA Level 1 Teaching Qualification or STA Level 2 Award in Teaching Swimming • L2 Fitness Instructor 	CV Document Evidence Pool Assessment
	<p>Desirable</p> <ul style="list-style-type: none"> • RLSS TA • Tutor, Mentor or Trainer Qualification • ASA Level 2 Teaching Qualification STA qualification STA Level 2 Certificate in Teaching Swimming • IOSH Qualification • Experience of Managing or working with Volunteers • First Aid at Work Certificate • CIMSPA member • Driving License 	CV Document Evidence
Technical Expertise	<p>Essential</p> <ul style="list-style-type: none"> • Significant experience in a management role • Well organised and able to meet deadlines • Able to solve technical issues relating to Operations, Customers and Employees • Experience of evaluating and monitoring activities using performance indicators • Evidence of CPD • Evidence of outreach work 	CV Application letter Pool Assessment Interview
	<p>Desirable</p> <ul style="list-style-type: none"> • Understanding of Health and Safety in the public and private sector, in particular HSG 179 • Able to demonstrate good IT skills including presentations 	

Personal	<p>Essential</p> <ul style="list-style-type: none"> • Pro-active, self-motivated and skilled at motivating others • Able to communicate positively with a broad range of people • Advocate of the benefits of a healthy lifestyle • Ability to work successfully both independently and as part of a team • Commitment to work outside normal working hours including evenings and weekends • Punctuality 	Application letter Interview
	<p>Desirable</p> <ul style="list-style-type: none"> • Good health and safety compliance knowledge • Ability to demonstrate commitment • A desire for constant self-improvement • Excellent health record 	Application letter Interview
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Strong team leadership and influencing skills • Good knowledge of IT systems to include processing documents and till POS operation. • Good facilitation and negotiation skills working with a wide range of partners and volunteers • Be able to perform under pressure and manage many projects simultaneously • Be a team player with the ability to work on own initiative • Able to demonstrate excellent personal organisation with the ability to prioritise own workload, balance conflicting demands and manage • The ability to tackle challenges in a systematic way and solve problems • Good verbal and written communication skills 	Application Letter Interview
	<p>Desirable</p> <ul style="list-style-type: none"> • Able to liaise with businesses and partners • Experience of promoting activities and events • Experience in membership 	Application Letter Interview

This post is exempt under the Employment (Sex Discrimination) Act 2000