

JOB DESCRIPTION

Position: Sport Centre Manager and Health and Wellbeing Instructor
Responsible for: Managing and developing the external lettings of the College Sports Centre
Delivery of fitness and wellbeing opportunities for inactive students to increase levels of participation in as part of the Active Colleges project.
To work with the Head of Section to promote opportunities and develop the range of activities on offer to inactive students

This post will include a significant amount of evening and weekend work including providing evening coverage in the Sports Centre as required. The successful candidate will work from 4.00pm – 10.00pm 4 days a week plus one weekend day in the sports centre – from 9.00am – 4.30pm. Remaining hours will be timetabled for the health and wellbeing delivery.

This Inactivity (wellbeing) project aims to engage inactive students in a range of health and wellbeing activities on offer at the College. Through weekly sessions and health related recreational activities, the project aims to reach out to those students not currently taking part in regular activity or involved in regular fitness or sporting activities. We have focused on a number of activities identified from market research as having the potential to attract non-participants to get involved in improving their activity levels.

Key responsibilities

Inactivity project

Supporting the Inactivity project management

- To support the coordinating of the delivery of the Tackling Inactivity project ensuring Sport England aims and outcomes are met.
- To work alongside the College Sports Academy Manager as a Tackling Inactivity Lead, acting as a point of contact for the project both internally and externally, working with other college services as appropriate
- Contribute to the writing of bids as needed to gain funding for fitness related activities and equipment.
- Advocate the role of sport in raising whole College standards by promoting the benefits and successes of the Colleges work, ensuring it has a high profile.

Student Liaison

- Be an advocate /champion for health, fitness and wellbeing within the college with a particular emphasis on students who have low or no participation.
- To conduct regular consultation sessions with target groups and staff members to build rapport, gather information with regards to wants and provide a sustainable outlet for delivery;
- To build positive engagement with students and to support them into regular activity using a variety of techniques
- Further develop engagement and communication with students to help shape and format the project together with building capacity in student leadership
- Promote an extensive annual programme of non-examined enrichment fitness and health activities using internal and external staffing and students themselves within Sport.

- Work with the Head of Section and College Sports Lead to facilitate the recruitment, management and deployment of a small team of student fitness and well-being ambassadors to engage with students to promote the offer

Delivery

- To deliver a programme of teaching sessions with groups of students to raise awareness and engage students in occupationally relevant activity and through this reduce inactivity as required.
- Plan and deliver of a range of sports coaching or fitness sessions including running the gym as required
- Implement a programme of appropriately targeted, sustainable, fitness and health activities programmes for students across the College.
- Accompany students on local and national events which may include overnight stays on occasions as required.
- Drive the minibus to take students to activities as required.
- Liaise with other staff and external coaches ensuring students are effectively supported and signposted to the correct level of activity
- To take part in team/section meetings as required.

Monitoring and evaluation

With the Head of Section contribute to:

- Keep records of participants and provide data to the sports lead in a timely manner to be able to support Sport England returns
- Contributing to the collection, analysis and presentation of primary data from students to highlight inactive target areas and their physical activity wants
- Promoting and raising awareness of the physical, mental and individual development benefits of participating in any form of physical activity among the inactive student population;

Sports Centre

- The management of the College's sports facilities outside the College's normal working hours ensuring appropriate staffing is in place for all shifts. This includes the Sports Centre, 3G pitch and Sports pitches.
- Ensuring the maximum use of these sports facilities, giving a balanced programme of use whilst acquiring the best possible revenue.
- Develop the offer provided by the College to extend community provision and increase the use of the Sports Centre out of hours, particularly in the holidays thus increasing the revenue.
- The supervision of the Sports Hall Assistants including student placements, ensuring rotas are carried out as planned, sickness absence is covered and appropriate training undertaken.
- The production of termly reports to ensure the cost effectiveness of the College's sports facilities.
- To ensure the highest level of customer service is given by yourself and your staff to ensure high levels of customer satisfaction and repeat business.

- To keep up to date with appropriate qualifications including full First Aid at Work certification at all times. It will be the responsibility of the jobholder to ensure this is renewed when applicable.
- To undertake evening and weekend shifts which may involve lone working due to the nature of the job.
- Seeking and applying for alternative avenues of funding to support the development of the Sports Centre provision.
- To ensure the Sports Hall is set up with the relevant equipment for the groups who have booked where possible before they are due to arrive. Ensuring that all equipment present at the start of a session is returned.
- Ensure there is a regular presence on the All-Weather Pitch complex to deal with customer queries and to maintain the security of the complex. If two members of staff are on duty one should monitor the AWP closely during booking times.
- Deal with any faulty equipment as required on a daily basis and ensure equipment is not used until the fault is remedied.
- To receive cash from customers, record takings as appropriate, and reconciling cash received to till receipts on a daily basis, ensuring security of cash at all times and issuing receipts for all monies taken.
- Ensure all areas are kept free of litter; this includes both the Sports Hall and 3G Pitch complex.
- Ensure the telephone is answered promptly and efficiently and bookings are taken accurately and in accordance with the College systems and procedures.
- Ensure all areas are secure at the end of each shift – this includes the 3G pitch, Sports Hall, exit gate and ensuring floodlights are turned off.
- To maintain the security of all aspects of the building and facilities including the equipment cupboard which must be kept locked at all times.
- To ensure the cost effective running of the premises

General

- To contribute to the Self-Assessment and Quality Assurance reports on these responsibilities as required, including an annual Development Plan in the format provided by the College as required.
- To act as a first aider and fire warden – training will be given
- Ensuring that appropriate risk assessments are put in place for all aspects of the role.
- Undertaking Staff Development and training as required to fulfil these roles.
- Undertaking other reasonable tasks in these areas as requested by the Principal or designated deputy.
- In carrying out the duties above, the postholder will show an awareness of, and compliance with, all college policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.

The job holder may be asked to undertake any other reasonable tasks which are requested by the Principal or designated deputy.

This job description can be amended and updated on a regular basis by management

June 2019