

Job Details

Chippenham Sports Club

- Post Title:** Manager Chippenham Sports Club Air Dome
- Status:** An independent contractor employed to provide services to the Club
- Salary:** £18,000 - £20,000 p.a. depending on the coverage of the role negotiated on appointment with the opportunity to increase sum that by up to 20% annually through performance related bonuses.
- Pension:** The post is not pensionable
- Package:** A motor mileage allowance will be payable at current Local Authority Rates for necessary travel on Club business. It will be the Manager's responsibility to ensure that he or she has valid insurance covering use on official business and indemnifying the Club against third party claims
- Hours of Duty:** 37 hours per week to be worked flexibly including some evening and weekend working.
- Annual Leave:** Twenty days plus Public Holidays. Given the need for alternative cover during the manager's absences, all leave will require the prior approval of the Chairman and it is expected that long leave will not be taken during periods of peak usage of the facility.
- Duration:** Temporary for a fixed term of 3 years. The need for and scope of a further term will be reviewed during year 3.
- Responsible to :** The Chairman of Chippenham Sports Club and through him to the Club's Management Committee

1. Purpose of Post:

As part of a Sport England initiative to establish and develop the Chippenham community sport hub club, Chippenham Sports Club has let contracts to erect an Air-Dome over an all weather surface in order to provide facilities for a variety of sports including netball, basketball, badminton, tennis, 5 a side football and similar activities. At 38 metres by 38 metres square, the playing surface will have the area of two tennis courts. The person appointed will manage that facility.

2. Principal Responsibilities:

Against the background of the initiative to build and develop the Chippenham hub club, the Manager's principal responsibility will be to develop usage of the Dome, taking account of Club and local community policies and priorities, in order to make it financially self supporting.

3. Specific Responsibilities

To plan, develop, oversee, monitor and evaluate sports usage of the air dome taking into account priorities determined by Chippenham Sports Club in consultation with the local council and reference to Sport England policies.

To work with internal and external partners (including other constituted sections of the Sports club, other sports clubs, local representatives of National Governing Bodies, and the Sports Development Officer of Wiltshire Council) to identify and implement projects that address Club and community priorities, including:

- the development of links with local schools.
- coach education courses
- activity packages, including those for youngsters during school holidays

To develop relationships with local groups in the community who are not sports based (e.g local businesses, and those covering the elderly, disabled, socially and economically excluded) to offer them opportunities for physical and social activity.

To provide specialist and technical advice on issues relating to sports development in relation to the Club's work with and for local communities.

To prepare and present reports to committee meetings and other bodies as requested.

To carry out all responsibilities in accordance with the current Health and Safety at work legislation and with regard to environmental and sustainability issues.

To adhere at all times to Chippenham Sports Club's Child Protection Policy

To work within Chippenham Sports Club's policies and procedures, financial regulations etc.

Such other reasonable duties commensurate with the post that may be allocated by the Management Committee through the Club's Chairman from time to time.

Note:

It is anticipated that the task of taking, recording and accounting for bookings will be undertaken under a separate arrangement. Nevertheless, the Manager will be required to maintain close contact with the person or persons involved in order to monitor the booking situation, to set the policy for bookings and to provide returns to Sport England and the Committee.

4. Knowledge and Qualifications

Essential

- Knowledge of National and Local Governing Body Initiatives
- A recognised multi-sport coaching qualification
- Knowledge of the role that sport can play in the wider agenda for improving social inclusion and quality of life
- Possession of Enhanced CRB clearance from the Criminal Records Bureau to work with children

Desirable

- Knowledge and understanding of Local Government responsibilities to develop Community Strategies and Local Strategic Partnerships.
- A good understanding of the challenges facing sports development in the context of the strategic and operational changes at Sport England.

5. Experience and Abilities**Essential**

- At least 2 years sports development experience including experience of networking and liaising with a variety of different organisations.
- At least 2 years experience working with a leisure facility within a supervisory role.
- Experience of working in multi agency and community partnerships.
- Good presentation and communication skills.
- A team player with the ability to develop effective networks and relationships within and external to the Sports Club.
- Experience of using a wide range of computer packages including Word and Excel.
- A flexible approach to working with a willingness to work outside normal office hours when required.

Desirable

- Experience of delivering National and Local Governing Body Initiatives.
- Experience of developing multi agency and community partnerships.
- At least 2 years experience working within a leisure facility, preferably within a management role.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment in the above post are set out below. Any questions on these or other aspects of employment may be asked at the interview.

Hours of Work

The normal working week is one of 37 hours from Monday to Friday. Normal working hours will be 8.45 am to 5.15 pm Monday to Thursday and 8.45 am to 4.45 pm on Fridays with a lunch break each working day of between 30 minutes and 1 hour. However, there will be occasions when there will be a need to work flexibly outside the normal hours in order to meet the needs of the job.

Duration of Contract

The contract will be for a fixed term of 3 years beginning on the date of commencement of employment. The need for and scope of a further term will be reviewed during the third year.

Location

Chippenham Sports Club, Hardenhuish Park, Bristol Road, Chippenham SN15 3NG.

Annual Salary

The basic salary will be £20,000 per annum. There will be opportunities to earn annual bonuses of up to 20%. In the first year any such bonus will be paid entirely at the discretion of the Committee taking account of the manager's performance during that year. In future years bonuses will be payable on achievement of Key Performance Indicators set in advance.

Annual Leave

20 days a year plus Public Holidays all such leave requiring the prior approval of the Chairman. It is not expected that long leave will be taken during periods of peak usage of the facility.

Motor Mileage Allowance

A mileage allowance equivalent to the current local authority rate will be paid for any journeys necessarily undertaken on club business. Claims should be submitted monthly in arrears to the Club Chairman for approval. Before using a vehicle on club business, it will be the Manager's responsibility to ensure that his/her insurance policy covers use for official business purposes. The policy must also indemnify the Sports Club against third party claims arising out of use for official business.

Office Facilities

Office space will be provided along with a mobile telephone and laptop commuter plus associated equipment for use in the post.

Subscriptions

The Club will reimburse the cost of an annual subscription to one relevant professional association.

Pension Provision

The post does not carry pension provision.

Probation

The appointment is subject to a satisfactory period of employment of six months

Notice Due to Chippenham Sports Club

One calendar month's notice will be required of intention to resign from the post.

Notice Due to the Post Holder

The Club will give a minimum of four week's notice of termination of employment except in cases where summary dismissal is appropriate following a disciplinary hearing.

Other Conditions

The appointment is subject to references and evidence of qualifications gained will be required before the appointment is confirmed.

The Club operates a no-smoking policy.

Under the Asylum and Immigration Act 1996 the Manager be required to prove that he/she is eligible to work in the UK. Such proof will take the form of the original of one of the following documents: a P45; NI card; payslip from a previous employer quoting name and NI number; a letter from an official body such as the Benefits Agency or Employment Service quoting name and NI number; a passport confirming that he/she is either a British citizen or a European Economic Area national or which shows that he/she is entitled to live and work in the UK; an official copy of his/her birth certificate confirming birth in the UK or Republic of Ireland; or a letter from the Home Office confirming that he/she is allowed to work in the UK. **Please note that under no circumstances will you be allowed to commence employment with the Club until one or other of the documents has been sighted and accepted by the Chairman.**

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