

JOB VACANCY

SPORTS COMPLEX SUPERVISOR

DESCRIPTION:

Coventry Sports Foundation is seeking to employ enthusiastic individuals who will be required to undertake duties as a Sports Complex Supervisor on a casual basis.

The ideal candidates for this position will be hardworking, able to show initiative and will work well as part of a team. Good organisation is essential, as the successful applicants will ensure the smooth and efficient operation of the Sports Centre's facilities and activities.

Duties include setting up equipment, cleaning and dealing with customer enquiries. You will also be required to maintain the highest level of health and safety and customer service.

The successful applicants will be required to evenings and weekends, and be available to cover sickness and absence when required; therefore a flexible attitude to shift work is essential.

BENEFITS INCLUDE:

- Excellent training and development prospects

DEPARTMENT:

Operations

PLACE OF EMPLOYMENT:

Woodlands Sports Complex.

PLEASE QUOTE JOB REFERENCE:

XL18

CLOSING DATE:

2nd July 2018

HOURS:

Casual

HOURLY RATE:

£7.50

(topped up in accordance with the national minimum and living wage, if appropriate)

TO APPLY: Visit www.covsf.com/jobs for more details and complete the application form.

Coventry Sports Foundation is an equal opportunities employer.

Pride

Passion

Performance

JOB DESCRIPTION

Job title	Sports Complex Supervisor		
Hourly Rate	£7.50	Main Location	Woodlands Sports Complex
Reporting to	Sports Complex Manager		

Responsibilities for all employees

- To embrace and lead by example on the company's key values of PRIDE, PASSION and PERFORMANCE.
- To undertake your duties to the best of your ability and fully comply with all of the Company's general standards and those relating to your specific role.
- To support the Foundations commitment to providing a safe environment for children and young people, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the company.
- To generally help promote the work and public image of the company, always maintaining high standards of customer service and personal appearance.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

Overall purpose and objective of the role

To ensure the smooth and efficient operation of the Sports Centre's facilities and activities.

Main Duties of the Role:

1. Work directly with the community clubs and groups and ensuring that services and facilities meet those needs
2. Responsible for the opening up & locking and alarming of Academy buildings that are in use for community lettings.
3. Ensure that all sports organisers and visitors act in a safe and responsible manner whilst on the premises
4. Be responsible for all Health and Safety requirements.
5. Complete housekeeping tasks for all areas as outlined and set.
6. Complete a daily site walk and site inspection.
7. Ensure that all staff maintain a safe and clean environment in the Sports Complex and any areas used by community hirers at all times
8. Carry out any necessary cleaning and maintenance to ensure the facility is accessible and well-maintained.
9. To undertake First Aid and defibrillator training and any job related Health and Safety training when required
10. Ensure all relevant administrative work is carried out in accordance with the facilities' management.
11. Provide appropriate assistance and support to community users and clubs.
12. Understand and apply all professional and legislative knowledge on issues associated with the Service
13. Attend line management, staff and team meetings, in-service opportunities supervision sessions and performance management as directed by the Sports Complex Manager and service needs
14. Checking safety of equipment and premises, ensuring relevant services are carried out at the correct intervals
15. Undertake such duties as are within the scope and spirit of the job purpose, the title of the post and its grading, as requested by the Sports Complex Manager, Business Manager or Head Teacher.

11. To respond to all emergency situations in accordance with the procedures detailed in the Foundation's Health & Safety policy, being the appointed first aider while on duty.
12. To be pro-actively involved in the organisation and development of new and existing promotional activities linked with the work of the Foundation.
13. To visit venues outside the Centre as required by a more senior member of staff, to promote the activities of the Foundation.
14. To attend training/refresher courses as appropriate to maintain qualifications and standards of good practice.
15. To undertake a variety of administrative tasks, maintain records and produce reports.
16. To attend any relevant meetings and organise the same as is necessary with other staff and to lead in the absence of the Centre Manager.

This job description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

Date: April 2018

PERSON SPECIFICATION

Qualities	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Determination to succeed • Excellent communicator to various levels of internal and external representation. • Adaptable and approachable. • High levels of self-motivation and organisation. • Outwardly enthusiastic and confident. • Flexible approach to work and working hours. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Working knowledge and experience of the day to day duties within a leisure facility. • Knowledge of Data Protection Regulations • General knowledge of Health and Safety practices surrounding sports and leisure facilities. 	<ul style="list-style-type: none"> • PPM
Special skills	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team. • Ability to work efficiently under pressure to meet deadlines. • Maintain confidentiality. • Organisational and administration skills. • Problem solving skills. • Customer care skills. • Time management skills. • Professional telephone manner. • Good listening skills. 	
Qualifications	<ul style="list-style-type: none"> • First Aid at Work Qualification 	
Circumstances	<ul style="list-style-type: none"> • Ability to work unsociable hours including evenings, weekends 	