

**TOTTON & ELING TOWN COUNCIL
JOB DESCRIPTION**

JOB TITLE	Community Centres Manager
SALARY BAND	31-34
HOURS	Part time – 20 hours
LOCATION	Totton
RESPONSIBLE TO	Deputy Town Clerk
RESPONSIBLE FOR	Community Centre Assistants, Sports Coaches

MAIN PURPOSE AND DIMENSIONS OF ROLE

- ◆ To ensure that the community centres are managed in an efficient and effective manner in line with policies, standing orders and legislative requirements.
- ◆ To lead, motivate and develop staff in order to allow them to achieve their maximum potential relevant to the requirements of their position.
- ◆ To work closely with Community Associations and other tenants/franchises to ensure the facilities are provided in an efficient and effective manner.

Budgets: WTC - £306,000 Staff: 14 CVH - £18,000 T & E C C - £36,000

KEY RESPONSIBILITIES

OPERATIONAL MANAGEMENT

Develop, recommend, implement and review appropriate systems to ensure that the centres are operated in an efficient and effective manner in line with policies and plans, standing orders and legislative requirements
Check and ensure that all necessary insurance is in place at all times, e.g. buildings, contents, public liability and special events
Make recommendations on work required to the facilities' building fabric, plant and equipment including arranging for day to day maintenance and cleaning to be carried out as required

Record, monitor and analyse energy consumption levels and make recommendations to achieve reductions

Make recommendations on minor capital and revenue work, write brief specifications in consultation with appropriate other staff, invite quotations, place orders and manage work on-site

Respond as required to emergency call-outs in connection with the facilities (24 hours call-out).

Carry-out general administration and reception duties including receiving and counting money for banking , maintaining appropriate records, dealing with customer complaints, enquires, bookings, issuing invoices and liaison with various clubs at facilities when required.

Management of contractors, cleaners,

Effective management of utilities suppliers and negotiation of new contracts

Up keep of records for Fire alarm checks at facilities

Arrange facilities' PPL, PRS and entertainment licenses where necessary.

Arrange locking and unlocking of buildings when necessary.

FINANCIAL MANAGEMENT

Make recommendations on annual budget levels for both income and expenditure and advise on priorities and seek grant aid.

Monitor actual income and expenditure, ensure that levels are within agreed budgets and make recommendations so as to maximise income and minimise expenditure whilst always maintaining a good quality service to the customer

Prepare and issue customer invoices and secure payment.

Analyse income and building usage figures, regularly review hire charges at and make recommendations for any necessary changes

Review the operation of the Centres and make recommendations on staffing requirements, working hours and appropriate remuneration levels

Check invoices, code, liaise with finance and other staff and pass for payment

STAFF MANAGEMENT

Recruit, lead, train, supervise, motivate, empower and discipline staff so as to ensure that services are provided to the agreed standard in the most efficient and effective manner

Regularly appraise all staff, assess training needs, prepare and implement appropriate training plans within agreed budgets

Take part in the Council's appraisal scheme, assess own training needs and make recommendations to the Town Clerk and Deputy Town Clerk

PR/MARKETING

Develop, recommend, implement and review marketing and business plans for the centres where necessary

Promote the Centres including the preparation and distribution of relevant advertising and publicity material

Develop, recommend, implement and review a planned programme of recreational activities, courses and special events including analysing profitability and success

Develop and maintain harmonious links with the community generally, outside bodies, organisations and customer groups (eg squash or badminton clubs)

Attend and take an active part in management/other meetings as required including producing appropriate management information and performance indicators
Liaison with tenants
Encourage new users
Responsibility for attracting and security new and regular users and social functions

HEALTH & SAFETY

Ensure the safety of customers and staff including complying with Health & Safety policy and guidelines through regular liaison with the Council's Health & Safety Consultant.

PROJECTS

Manage various individual projects considered to be within the capabilities of the postholder

COMMITTEE

Prepare or assist with the preparation of Committee reports and attend Council/Committee meetings as required, Management of the bar contract

Any other reasonable and relevant tasks as required

Comply with the Council's Health & Safety policy

Assess own training needs and attend training courses as required

SKILLS, KNOWLEDGE & EXPERIENCE

The postholder is required to have the appropriate range of skills, knowledge and experience to ensure that the purpose and key responsibilities are performed to the required standards in a professional and effective manner at all times. The postholder will be required to attend relevant training courses as deemed necessary.