



## **Centre Manager**

### **Job Specification**

Job Title: Centre Manager

Reporting to: CEO

Location: Byrne Avenue Baths, Rock Ferry, CH42 4PQ

Salary: £30,000 per annum

Hours: 40 hours per week, including regular evenings and weekends

#### **Background**

Byrne Avenue Baths has undergone the first phase of a substantial restoration/renovation and will be opening to the public in September 2021 as a Sports and Community Centre.

The aims of Byrne Avenue Trust are simply summarised: Community; Health; Heritage. We aim to provide a range of sporting opportunities, community activities and social events for our local community whilst preserving and promoting the history and heritage of this beautiful building.

This is an exciting opportunity to be part of the team from the start, bringing the building back to life and creating a vibrant and welcoming hub. Reporting directly to the CEO, this role is key to the successful opening of the Baths. A hands-on attitude is essential as is a willingness to engage with users to ensure our activities are meeting their needs. The ability to coach sports or run community activities would be beneficial but is not essential.

#### **The Role**

The Centre Manager is in charge of the day to day running of Byrne Avenue Baths, a Sports and Community Centre situated in the heart of Rock Ferry, Wirral.

The Centre Manager will:

- work with the CEO and the other members of staff to build a welcoming, vibrant community facility providing a wide range of services and activities for local people.
- ensure the safe running of the building and be the first point of contact responding to any practical issues that arise.
- work to maximise the use of all available spaces to ensure regular income and activities for all.
- promote first class customer service delivered by a professional welcoming team.
- have a hands-on approach to all aspects of the work required to make the Baths a successful community business.

Full information is available in the Job Description. The successful candidate must be willing to undertake training from the start, including First Aid At Work and Fire Marshall qualifications.

## Candidate Skills

Previous experience of running a sports or community centre or similar	E
Knowledge of day to day accounting	E
Managing people	E
Reliable and pro-active with attention to detail	E
Flexible and imaginative approach to working arrangements	E
Resilient and able to see a plan through to completion	E
Excellent communication skills	E
IT skills including Word and Excel	E
Knowledge of Health & Safety Regulations	D
Managing Volunteers	D
Sports coaching qualification and/or experience	D
Life skills qualification and/or delivery experience	D
Keen interest in history and heritage	D
Living locally to the Baths	D
Keen interest in exploring new ideas and relationships with other partners	D

E = Essential, D = Desirable

## Benefits

28 days holiday, including bank holidays.

Statutory Sick Pay

Statutory Pension Scheme after 1 year

No overtime will be paid, a time off in lieu system will operate.

## Uniform

Each member of staff will be given 3 polo shirts to wear whenever on duty. These can be worn with other items of personal choice, but the staff member must look professional and respectable at all times. Polo shirts must be returned when the staff member leaves.

**Probationary Period** – 6 months.