



Deputy Centre Manager

Job Specification

Job Title: Deputy Centre Manager

Reporting to: Centre Manager

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

Salary: Up to £25,000 per annum depending upon experience

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 to the Centre Manager, 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 Deputy Centre Manager is an active role to ensure the day to day running of Byrne Avenue Baths, a Sports and Community Centre situated in the heart of Rock Ferry, Wirral.

The Deputy Centre Manager will:

- work with the Centre Manager, 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 respond proactively to any issues which 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 working a sports centre, community centre or similar	E
Excellent customer service skills	E
Flexible and adaptable to changing demands	E
Ability to work as part of a team but also under own initiative	E
IT skills including Word and Excel	E
Managing people	E
Supervising Volunteers	D
Sports coaching/experience or interest in gaining qualification	D
Life skills coaching/experience or interest in gaining qualification	D
Keen interest in history and heritage	D
Takes pride in maintaining a smart and tidy appearance and environment	D
Living locally to the Baths	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.