



### Role Profile – Sports Hub Site Manager

<b>Job title:</b>	Sports Hub Site Manager
<b>Location:</b>	King George V Sports Hub, Blacon Avenue, Blacon, Chester CH1 5BD
<b>Hours (per week):</b>	37.5 hours per week on a shift pattern
<b>Contract type:</b>	Permanent
<b>Salary:</b>	£20,000 to £24,000 per annum depending on experience
<b>Responsible to:</b>	Chief Executive

Chester FC Community Trust is the charity partner of Chester Football Club. We use the power of sport and appeal of Chester FC to improve and enhance the lives of communities in Chester and Cheshire West, delivering sport, education, health and social inclusion projects and activities to people of all ages and abilities.

We are entering an exciting period with our move to King George V Sports Hub, a new £1.8m community sports facility developed in partnership with Cheshire West & Chester Council. We are now looking to recruit a Site Manager to oversee the operation of this facility.

#### Purpose

- Ensure the successful, efficient, and safe operation of the 3G pitch and clubhouse, acting as the main contact for day-to-day operational issues with responsibility for service standards, maintenance, health and safety, line management of site assistants and developing the business to maximise income

#### Responsibilities

- Overall management responsibility for the effective operation of the site on a day-to-day basis
- Ensuring the sustainability of the site through managing its budget and monitoring financial performance
- Supervise and co-ordinate the work of the Site Assistants and undertake all necessary line management duties
- Overseeing the maintenance, security and cleaning of the site to increase its longevity including repairing or reporting faults or damage to facilities or equipment
- Effectively marketing and promoting the facilities through implementing the Site Marketing Plan
- Maintaining records relating to activity that takes place at the site for audit purposes and producing reports for the Community Trust Board, Steering Group and funding partners
- Overseeing the implementation of the Site Development Plan through working with Community Coaches and Development Officers
- Developing and implementing Health & Safety policies and procedures, ensuring required documentation is up to date
- Act as the main contact for customer enquiries and manage the timetable, bookings, payments, contracts and SLAs
- Attendance at Community Trust Board, Steering Group and any other meetings as required
- Work in a flexible way and undertake any other duties not specifically covered in the job description, when assigned by their line manager

### **Additional Information**

- Appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check and references
- This post will involve evening and weekend work and a requirement to attend the site to respond to alarm call outs

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances. Standards of competence for this post may be set at a future date.