

Principal: Nicola Ashton BA (Hons), NPQH

Kepier
Dairy Lane
Houghton-le-Spring
Tyne and Wear DH4 5BH

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KEPIER

JOB DESCRIPTION

Name:

Job Title: Community Sports Manager

Salary Scale: NJC **Point Range: 15- 22 (£22,911 – £26,317)**

Permanent Contract **Starting: To Be Confirmed**

Contractual hours: 37 per week **Weeks per year: 52**

Hours to be worked: It is expected that the post holder will work flexibly to supervise across evenings and weekends. Working hours will need to meet the needs of the School and will cover the community opening hours.

Purpose of Job:

You will take responsibility for the day to day running of our Community Facilities, including achievement of targets that support delivery of our social impact measures ensuring that all standards and expectations are clearly understood by team so that the highest standards of Safeguarding, Health and Safety and Food Safety are adhered to.

You will need to be a strong manager and you will demonstrate inspirational leadership and support the recruitment of new staff and new members for the community provision.

You will be responsible for the development of successful marketing and publicising of the Community Facilities.

You will be accountable for developing and increasing all revenue and usage for the Community Facilities.

Whilst managing current bookings on a day to day basis, a large emphasis of the role will be proactively identifying new business opportunities and building effective relationships with key local partners, clubs and businesses. You will be the lead for all Community events outside of school hours, booking enquiries, open days and lead generation activities.

You will lead and be accountable for staff on-shift and the day-to-day operations of the Community Facilities.

You will employ the process and procedures of Kepier to ensure the building is open, safe, and clean, equipment working and staff friendly.

The main duties include the management of facilities and activities programmes within the Community Facility. Health and Safety management and monitoring, ensuring all the Community Facility delivers a first class service for all customers and visitors.

Community Development Responsibilities:

- Achieve required targets of income generation. Routinely monitoring and controlling financial performance against set targets.
- Be accountable and responsible for managing Kepier's community facilities.
- Develop a robust Programme of Use for all School facilities, including sports, in line with School policy which meets the needs of our learners and the local community.
- Ensure detailed records of bookings to facilitate audits are retained.
- Monitor, evaluate and ensure the effectiveness of policies and procedures, implementing changes for improvement where necessary.
- Ensure that facilities are maintained and ready for community use.
- Ensure all equipment is maintained to a high standard and repaired and replaced when necessary, in line with budget provision.
- Ensure all users of the facilities are aware of procedures and health and safety protocols (in line with Health and Safety Policy).
- Line manage all community leisure attendants, deliver training for their Induction and CPD and be their appraiser, setting appraisal targets on an annual basis.
- Ensure that staffing levels are maintained and that rotas are prepared for all community lettings activities.
- Build on our long standing commitment to community participation and use of School facilities. Develop and maintain professional relationships with community groups, local businesses and schools on behalf of the School.

Marketing Responsibilities:

- Support the marketing of the community facilities and activities to ensure maximum take up and maximise in-take, providing local media with information and articles of successes and activities. To devise and implement a relevant marketing strategy.
- Research, write and distribute press releases to targeted media. This may include some relevant photography work, but this is not expected to be extensive. All photographs

taken remain the property of the School and must not be used for any other purpose and must not be removed from School property.

- Collate and analyse media coverage for the Community Facilities
- Adhere to financial procedures to ensure financial probity of Income & Expenditure for community activities.
- Monitor and review the budget and to report to line manager and Governors as and when required.
- Produce reports, gather information and data as required by External funding partners or other agencies. E.g. NOF, Football Foundation etc.
- Liaise with key personnel to ensure the School website is kept up to date with good quality articles and information regarding the community facilities
- Take a proactive role in improving School external communications, including parents and the media.
- Write successful bids for funding for community activities and resources

General:

- To participate in training and CPD as required to effectively carry out the duties of the post.
- To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
- To undertake Fire Warden training and carry out that role, if required.
- Perform supervisory duties during school times when needed
- Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

Responsible to: Principal and Director of Finance and Resources

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

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Kepier

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- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Safeguarding

Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... Date.....

Signed (Principal)..... Date.....