



JOB DESCRIPTION			
Job title:	Leisure Centre Manager – The Leisure Box	Contractual status:	Permanent
Hours of work:	35 hours per week: shift work to include days, evenings, and weekends	Salary range:	£25,000 to £30,000 per annum dependent on experience
Location:	The Leisure Box, Northlight, Brierfield, Lancashire, BB9 5NH	Reporting to:	Head of Facilities

Job Summary:

Working with the two duty managers, and colleagues from across Burnley FC in the Community, the successful candidate will be responsible for ensuring the delivery of a high-quality daily operation, and managing, training, and recruiting into a multi-disciplinary team operating across 4 sites.

Job Description:

Role and Responsibilities

- Efficiently manage the booking schedule and programme of activities via the Centre Management System.
- Make effective and efficient use of the staff team to facilitate bookings and activities.
- Develop new programmes and activities to maximise use of the facility.
- Work with the wider BFCitC team to deliver and design new community impact projects.
- Responsibility for the recruitment, training, and performance of the team.
- Development of the team through coaching and feedback, ensuring standards are kept to optimum levels.
- Acting as a true leader in the field who will ensure a best-in-class environment.
- Developing and maintaining consistently high levels of customer care showcasing high engagement, ownership and demonstrating what a 5-star leisure facility looks like.
- Acting as the driving force behind the execution of standards across the facility.
- Work with the Head of Facilities to ensure that The Leisure Box operates within agreed income and expenditure budgets across all areas of the operation.
- Ensure optimum working condition of all fitness, soft play, climbing wall equipment, and safeguarding the repair, maintenance, and cleanliness thereof.
- Ensure the centre has high standards of cleanliness.
- Oversee the administration and upkeep of all centre paperwork.
- Maintaining accurate statistical information.
- Ensuring health and safety compliance throughout the centre.
- Working with the BFCitC Marketing team to promote the facility and its activities.
- On rotation be responsible for opening and closing the Leisure Box. Lock and/or unlock the centre, carry out security and safeguarding checks.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Demonstrate the Burnley FC in the Community values at all times.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other departments as and when required to promote best practice.
- Other duties as required.



PERSON SPECIFICATION – LEISURE CENTRE MANAGER		
CRITERIA	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> QUALIFICATIONS 	<ul style="list-style-type: none"> Degree level qualification or comparable experience. A positive attitude towards professional development and their own learning. 	<ul style="list-style-type: none"> Health and Safety qualification. First aid certificate. Fire Marshal certificate.
<ul style="list-style-type: none"> EXPERIENCE & SKILLS 	<ul style="list-style-type: none"> Commercially astute. A strong operational background in a similar field such as managing a gym or leisure centre. Prior experience of using and managing Leisure Industry CMS platforms Experience of managing staff. Experienced in planning effective staff deployment and rotas. Excellent project management skills. 	<ul style="list-style-type: none"> Experience of managing projects. Experience in optimising revenue and overall business performance. Experience of developing partnerships in a community setting.
<ul style="list-style-type: none"> PERSONAL QUALITIES 	<ul style="list-style-type: none"> A passion for the community and making a difference. Exceptional customer service skills. Excellent communicator with the ability to connect with a number of shareholders. Ability to maintain high levels of organisation. Inspiring leader. Innovative. Creative problem solver. Full of determination, enthusiasm, and patience. Meticulous standards. A friendly, positive ‘can do’ and courteous attitude. Highly motivated, determined, and conscientious. Good judgement and knowing when to seek advice or support. Enthusiasm, energy, and resilience. An organised and efficient approach to work. Flexible, helpful, and responsive. Willingness to have a full DBS check. A commitment to the aims, vision, and values of Burnley FC in the Community. 	