

Job Advertisement

Manager: Tyneside Badminton Centre

Introduction

Tyneside Badminton Centre (TBC) opened in January 2013 and is now firmly established as part of the North-East badminton infrastructure. The Directors of TBC are seeking to recruit a full-time Manager to run the centre on a day-to-day basis. The role is broad in nature and would suit a person with managerial experience across several areas, including for example health and safety, line management of staff, financial control and event management.

Terms and conditions

Job Title:	Manager
Reporting to:	The Board of Directors
Hours of work:	37.5 hours per week (involving both weekends and evening)
Holiday:	5.6 weeks per annum (including bank holidays)
Salary:	£27,000 to £31,000 (dependent on qualifications/experience)
Pension:	Available via the Government N.E.S.T. scheme
Probationary period:	12 months

Responsibilities

The Manager will be responsible for:

- maintaining regular communication with the Board of Directors
- administration and record keeping
- ensuring compliance with relevant health and safety legislation
- line management of staff
- business development
- marketing
- co-ordination of maintenance and repairs/renewals
- maintaining cleanliness in the centre
- financial systems and management accounts
- stock control and stock-taking
- maintaining high levels of customer service
- event management
- I.T. systems
- security
- taking on additional responsibilities when required

Equality and Diversity

Tyneside Badminton Centre is an equal opportunities employer and welcomes applications from all backgrounds, irrespective of race, gender, religion, disability or age. Applications from both internal and external candidates are welcome.

Person Specification

The person we are looking for should possess the attributes listed in the table below.

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Inclusive • Punctual • Trustworthy • Flexible approach to working hours • Effective communicator • Consistent attention to detail • Willing to take on additional responsibilities • Self-motivated and a motivator • Team worker 	<ul style="list-style-type: none"> • Innovative
Qualifications	<ul style="list-style-type: none"> • GCSE English/Maths Grade “C” or above 	<ul style="list-style-type: none"> • Management qualification • Current First Aid Certificate • Badminton Coaching Qualification • Fire Marshall certification • Food Hygiene Certification
Knowledge in:	<ul style="list-style-type: none"> • Relevant Health and Safety legislation • Human Resource Management • Accounting 	<ul style="list-style-type: none"> • Marketing
Competent in:	<ul style="list-style-type: none"> • I.T. systems • Financial systems • Staff Management • Customer service skills • Administration skills 	<ul style="list-style-type: none"> • On-line booking systems • Maintenance of websites • Use of social media • Business Development
Experience in:	<ul style="list-style-type: none"> • Line management of staff team • Ensuring compliance with Health and Safety • Working with financial systems 	<ul style="list-style-type: none"> • Building management • Use of Xero accountancy package • Marketing