

Mid Argyll Community Enterprises Ltd

Job Description

Mid Argyll Community Pool Manager.

Mid Argyll Community Enterprise Ltd (MACEL) is a Company limited by Guarantee with Charitable status in Scotland. It is responsible for running the Mid Argyll Swimming Pool on behalf of the community.

Mission Statement.

Mid Argyll Community Pool (MACPool) is a social enterprise enabling the community to swim and take part in sports, leisure and social activities in support of health and well-being. We deliver this through quality in our facilities, service and partnerships.

Mid Argyll Community Pool Manager.

Responsible to: MACEL-Nominated Board Director.

Job Purpose:

To be responsible for the overall management of MACPool and its development as directed by the Board of Directors.

Primary Duties and Responsibilities: The post holder is

- responsible for the overall daily management of the pool facilities, supported by Deputy Manager(s)
 - expected to contribute to the sustainable development of the Pool in conjunction with the Board
 - expected to participate in and progress MACEL projects including Funding and Sponsorship Initiatives as directed by the Board.
- 1. Management of Facility: Pool Buildings and Grounds**
- Maintain fabric and technical systems in accordance with good practice, legislation and statutory requirements, monitoring all aspects of Health and Safety procedures and

as advised in the PWTAG Code of Practice for Swimming Pool Water.

- Ensure effective operational policies and procedures are in place and monitor, adapt and change these as necessary.
- Ensure that all aspects of the Pool Plant are maintained fit for purpose and that efficient links are established with local and specialist equipment and service providers.

2. Staff Management:

- Provide leadership
- Monitor, control & discipline staff performance.
- Provide staff development and training.
- Develop and manage the staff appraisal system
- Recruit and appoint staff, including volunteers, when required, with Board agreement where necessary

3. Business Planning and Financial Control:

- Contribute to Business Planning and prepare Annual Budget.
- Manage and develop financial and management software systems
- Provide all services within budget, implementing improvements to increase financial return
- Control and report on monthly profit/loss and cash flow trends.
- Review and manage delivery costs of services
- Plan and monitor expenditure for replacement and repair, taking appropriate action and/or advising the Board in a timely manner.
- Maintain and control equipment and stock inventories, including stock for public sale.

4. Reporting:

- Provide reports as required by the Board, including staff issues, Health and Safety and plant performance matters.
- Understand and comment on the monthly accounts and report on them with background information.
- Advise Board on changes to future demands/requirements and matters relevant to development projects.
- Attend bi-monthly Board Meetings
- Report on special or ad hoc projects and assignments.

5. Marketing and Fund Raising:

- Manage, maintain and develop the website
- Develop and implement the marketing program including use of social media and advertising
- Maintain awareness of the funding landscape and identify suitable grant giving bodies.
- Prepare and submit applications for grants and proposals for sponsorship in conjunction with the Board
- Organize and manage local fundraising initiatives and events.

6. Stakeholder Liaison

- Effectively communicate to enhance awareness of the facilities and potential of the pool to the local community, MACEL members, press, politicians and others as appropriate
- Canvas the opinion of pool users, including members, schools and clubs and provide feedback where appropriate
- Manage, organise and develop the Pool Membership Scheme.
- Manage and develop the relationship with Argyll and Bute Council and other funding bodies and sponsors, with Board support where necessary

Additional information: This position falls within the scope of the Protecting Vulnerable Groups (PVG) scheme and the successful applicant may be required to gain membership of the scheme.

The post holder must be prepared to work extended and unsocial hours including some evenings, weekends and bank holidays. This flexibility is expected within the salary offered.

Post Holder's Agreement & Signature:

I have read and accepted the content of this Job Description

Signed _____ Date _____
Post holder

Signed _____ Date _____
on behalf of MACPool

QUALIFICATIONS

- Substantial management experience, preferably but not essentially in indoor leisure management.
- ISRM Pool Plant Operation (training will be provided)
- Appointed Persons First Aid qualification (training will be provided)

KEY SKILLS

- The ability to create and manage a well-functioning team appropriate to the needs of the organisation.
- Good financial understanding and commitment to 3rd Sector business and community enterprise.
- Excellent customer service and networking skills and the ability to engage and inspire stakeholders.
- The ability to organise, project manage and deliver results under pressure