

Job Descriptions

Job Title:	Recreation Hub Manager
Responsible to:	Commodore/Chairperson of Portaferry Sailing Social Club The management of the Hub is made up of the Management Committee of Portaferry Sailing Social Club and the Directors of its sister Company Portaferry Community Services Ltd.
Working relationships:	The above management and local community groups, businesses, cultural, recreational & sporting groups. Local authority & central government bodies with responsibility for economic development, recreation and tourism.
Location:	Portaferry Recreation Hub, 38 – 40 Shore Road, Portaferry
Hours:	37.5 hrs per week (flexible)
Salary:	£ 20 - £28,000 (dependant on qualifications and experience)

Purpose of the post:

The post holder, through the management of the Hub, will seek to:

- Engage with a range of organisations and stakeholders to promote and develop a range of events and activities to provide and develop recreational activities to help the health and wellbeing of the community and to attract tourists to Portaferry and surrounding coastal area.
- Manage business activities and staff in accordance with the Hub's management's objectives, policies and requirements.
- Coordinate events and activities in accordance with the wishes and objectives of the Hub's management and user groups in a safe, economic, effective and efficient manner.
- Identify and continue to seek funding & income opportunities to sustain and develop the workings of the Hub and its staff.

Main Duties:

Hub Management:

1. Assist with the recruitment, management and training of staff.
2. Maintaining budget and tracking expenditures/transactions.
3. Oversee the management of funds, petty cash and payments made by and to the club including, with the oversight of the Club Treasurer, book keeping, cash management, bank lodgements.
4. In conjunction with the Club's Bar captain supervise the management of bar staff and stock.
5. Assist the Club secretary with membership administration.
6. Report on usage and the financial activities of the Hub.
7. Be a point of contact for facilities management including, user groups, utilities, contractors etc.
8. Attend Management and Board meeting as required.

Event Coordination

9. Planning and coordination of events and activities including planning, promotion, booking and client support
10. Liaise with the Catering Franchise Holder, Bar Staff & Captain to ensure a satisfactory customer experience
11. Serve as point of contact for clients and groups wishing to use the facilities, including confirming events and requirements
12. Act as a key holder for the premises and bookings
13. Ensure necessary arrangements are in place for group events/bookings, including catering, onsite support for clients and suggesting various options to accommodate client needs
14. Report any damage to the Board/Management Committee to recover any costs from clients
15. Ensure all groups using facilities are aware of equality and health and safety requirements
16. Ensure facilities are well maintained, presented and prepared prior to client events
17. Carry out any other reasonable duties to ensure client satisfaction
18. Organize periodic general cleaning, painting, and repair activities - "Love your Hub" events

Business Development / Promotion

19. Seek funding opportunities to support revenue expenditure and develop new recreational activities.
20. Monitor and interact with applicable electronic & social media communications to develop and promote the activities of the Hub.
21. Act as a point of contact for stakeholders and community groups on Hub activities.
22. Engage with local stakeholders and businesses to promote recreational and tourist events and facilities in the Portaferry area.
23. Suggest methods to the board on marketing activities and business management.
24. Support Management with funding activities including reports and testimonials on the success of events.
25. Provide monitoring information to support the monitoring and evaluation process.
26. Liaise with relevant statutory agencies associated with the success of the project.
27. Responsible for administrative duties related to business and staff development
28. Seeking out new and innovative ways to meet and respond to the needs and demands of ever changing user groups.

As the post is new to the Hub the above job, description is based on management's initial requirements for the role and may be subject to change, with consultation, on requirements.

The post will be subject to a six-month probationary period after which your appointment will be reviewed. It is envisaged the job will be for a two-year introductory period however a job review will be carried out each year and length of contract will depend on job performance, management requirements and available finance.

Actual hours per week are mandatory but flexible as the post holder may be asked to work a limited number of unsociable hours i.e., some evenings or weekends. No overtime payments are available but a flexible time in lieu system will be operated to cater for additional hours worked.

Holidays are 28 days per year inclusive of agreed Bank/Public Holiday dates.

The post holder will join our workplace pension scheme.

THIS POST IS FUNDED BY THE COASTAL COMMUNITIES FUND

PERSONNEL SPECIFICATION

Recreation Hub Manager

The personnel specifications show essential skills, abilities, knowledge and/or qualifications required being able to carry out the duties of this post. Please therefore address, in your CV & letter of competence, each criterion listed in the specification drawing upon all your experience, whether at work or on a voluntary basis.

1 ATTAINMENTS

Essential:

- (i) Evidence of good literacy.
- (ii) Computer literate with experience of Microsoft Word, Excel, Outlook and PowerPoint
- (iii) A formal management qualification with 2 years subsequent full-time experience in business management, recreation, community development and/or tourism development.

Desired:

- (i) 3rd level qualification in business management, community development, recreation or tourism development with 2 years subsequent full-time experience;
Or
5 years full time experience working in a similar management role.
- (ii) Computer qualification (ECDL).
- (iii) Experience of budgets and financial planning.
- (iv) Experience of event promotion and digital event promotion including social media.

2 SPECIAL APTITUDES

Essential:

- i. Ability to develop innovative programme supporting recreational tourism.
- ii. Good organisational skills, including the ability to prioritise workload.
- iii. The ability to build good working relationships and to be able to work in a team.
- iv. To communicate clearly, both orally and in writing.
- v. Ability to work with minimum supervision.
- vi. Capacity to support business development and job creation

3 INTERESTS

Desirable:

- (i) An understanding of recreational activities to bring health and wellbeing to the community and statutory support agencies that can assist.
- (ii) An interest in water, environmental, cultural and historic based recreational activities.
- (iii) Awareness of the statutory sector and potential resources available to assist the development of the Hub.

4 DISPOSITION

Essential:

- i) Commitment to the Hub's equality and health and safety policies
- ii) Driving License and access to a car (or can demonstrate ability to travel to remote locations)