

# ACTION SPORTS CENTRE MANAGER – JOB SPEC

CRITERION	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Minimum 5 GCSE'S grade C or above (including English &amp; Math's).</li> </ul>	<ul style="list-style-type: none"> <li>Educated in a management qualification or experience in leisure facility Management.</li> <li>Educated to degree level or equivalent.</li> <li>CPR, Fire Evacuation, First Aid certification.</li> </ul>
<b>EXPERIENCED IN:</b>	<ul style="list-style-type: none"> <li>Operational management within a sport, leisure, or recreational background.</li> <li>Operating a performance management system, including appraisals, disciplinaries, and grievance procedures.</li> <li>Handling cash/budgets to manage the overall daily operational finances.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of partnership working including engaging school, youth &amp; disability groups.</li> <li>Leading change.</li> </ul>
<b>KNOWLEDGEABLE ABOUT:</b>	<ul style="list-style-type: none"> <li>The sports industry.</li> <li>The importance of customer service &amp; relations.</li> </ul>	<ul style="list-style-type: none"> <li>Action sports</li> <li>The voluntary sector, in particular the place of social enterprises and charities within the sports industry.</li> <li>Charities and their constitutions.</li> <li>Management &amp; board operations within voluntary sector organisations.</li> </ul>
<b>SKILLS:</b>	<ul style="list-style-type: none"> <li>Strong written/verbal communication skills through a variety of means with the ability to address all customers, visitors, staff, stakeholders &amp; partners as appropriate.</li> <li>Competent at using MS Office Suite (Word, Excel, Outlook, Outlook Calendar).</li> <li>Able to work under pressure &amp; to deadlines.</li> <li>Forging strong customer relationships &amp; liaising with parents/participants.</li> <li>Lead and inspire an operational team with passion to gain their commitment to the organisation's vision.</li> <li>Develop positive and productive working relationships with the organisation's board of directors, employees, volunteers, users and partners.</li> <li>Strong problem-solving abilities.</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience coaching or mentoring in sports.</li> </ul>
<b>PERSONAL QUALITIES:</b>	<ul style="list-style-type: none"> <li>Ability to 'see the big picture' and align with our mission and vision.</li> <li>High level of initiative and self-motivation.</li> <li>Driven to achieve results.</li> <li>Confident personality with strong social skills.</li> <li>Good listener &amp; responsive to feedback.</li> <li>Team Player.</li> <li>Highly organised with ability to self-manage.</li> <li>Can adopt a professional demeanor.</li> </ul>	<ul style="list-style-type: none"> <li>Creative &amp; can think outside the box.</li> </ul>
<b>ADDITIONAL REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Demonstrate understanding of what Adrenaline Alley is, our history, and legacy.</li> <li>Dress presentably.</li> <li>Own transport and able to commute to Adrenaline Alley. Commitment to continuous professional development and willing to attend any relevant development opportunities for personal and/or organisational benefit.</li> <li>Clearance through Disclosure &amp; Barring service checks.</li> </ul>	<ul style="list-style-type: none"> <li>Participates or has previously participated in action sports.</li> </ul>