

Job description

Job Title: Activity Manager – Fort Purbrook

Main Purpose of role

The Activity Manager, Fort Purbrook is employed by the Board of the Peter Ashley Activity Centre and works with the Head of Operations, other managers and the Board to fulfil the aims of the Charity.

The Activity Manager, Fort Purbrook is responsible for the management of and delivery for all activities and activity related matters across the Leisure Department and residential provision.

The Activity Manager, Fort Purbrook is to ensure that the objectives are met by working with the management team, partners, other members of staff and volunteers to deliver and develop sustainable activities, securing the necessary resources, and meeting financial and operational targets and commitments.

The Activity Manager, Fort Purbrook is to lead on the identification, specification, pricing, compilation and submission of all activity-based projects, contributing to bids for funding.

The Activity Manager, Fort Purbrook is part of the Trust team and is expected to follow all rules of employment as laid out in the Staff Handbook, to work to the Vision and Mission of the Trust and to actively contribute to our success by sharing and discussing ideas, by maintaining high standards of work and by building effective relationships with current and prospective clients.

The Activity Manager will lead by example and demonstrate excellent customer service in all their interactions with our customers and visitors.

The Activity Manager, Fort Purbrook reports to the Head of Operations. Activity Manager, Fort Purbrook will follow all reasonable instructions given by the Head of Operations and/or senior managers of the Trust.

Main Duties:

- Establish and develop effective partnerships with the educational, voluntary, private and statutory agencies operating in the area.
- Ensure effective involvement of, and communication with, users, residents, businesses and stakeholders within the Centres area of operation.
- Contribute to the develop of an effective marketing and communication plan for Fort Purbrook.
- Support targeted communication with local residents using website, newsletters, posters & social media.

Activity Delivery

- Deliver the range of Activities in the Fort Purbrook Activity and at outside venues as required.
- Provide inspirational leadership in the operational management of the Leisure and Residential activities.

Administration

- Contribute to and implement the Charity's Strategy.
- Contribute to the Centres' financial records.
- Produce, maintain and implement the Annual Budgets for the Leisure and Residential departments.
- Take responsibility for the day to day management and administration of the Leisure Department and Residential activities, working with the Head of Operations, CEO and Board of Trustees to ensure that the Centre's forward plan is developed in a sustainable way.

Facility Management

- Manage the delivery of all activities spaces and facilities in Fort Purbrook.

Support to the CEO and Board of Trustees

- Develop effective working relationships with both the CEO and Board members.
- Advise the CEO and Board on all Activity related matters.
- Provide a regular Activity Manager's Report to the CEO in advance of scheduled Board Meetings.

Health and Safety

- The Activity Manager must:
- Follow all reasonable Health and Safety instructions;
- Wear and use any personal protective equipment required for the role;
- Ensure that good housekeeping is maintained by keeping walkways and doorways free of obstructions and trip hazards;
- Be familiar with all risk assessments relevant to the role;
- Attend all Health and Safety training relevant to the role as directed by the Health and Safety.

In addition, the Activity Manager is expected to:

People Management

- Manage, lead and motivate the Leisure team;
- Hold regular team meetings with a view to achieving the department and Trust objectives;
- Encourage your team to share and contribute ideas;
- Manage employee relations for the Fort Purbrook team including disciplinary, performance and welfare issues;
- Liaise with the Head of Operations to carry out staff induction for new starters in the Fort Purbrook team;
- Approve annual leave and sick leave for the leisure team;
- Lead in the recruitment for new staff for the leisure team.

Financial Management

- Input to the planning of the annual Fort Purbrook budget in liaison with the Head of Operations;
- Manage the Activity budget in accordance with Trust financial rules;
- Adhere to all financial and budget processes set by the Trust.

Reporting

- Prepare monthly management reports on key activity matters for Senior Management and Trustee meetings;

General

- The Activity Manager may be required to do other work from time to time at the direction of the Head of Operations.
- The Activity Manager may be required to attend training in relation to the role and will be expected to put any training into practice and share best practice with colleagues.

This job description will be reviewed annually in consultation with the post-holder.

Last updated June 2024

Essential

Skills and attributes

- Organised, structured approach;
- Diplomatic and calm when responding to issues;
- Pro-active and positive approach;
- Experience of delivering engaging outdoor and indoor activities to school groups;
- Strong, confident communicator;
- Reflective approach, learning from mistakes and encouraging others to do the same;
- Site management skills and the ability to engage with people at every level;
- Experience of effective budget management;
- Excellent customer service;
- Demonstrable experience of managing external contractors and staff teams to achieve objectives;
- Excellent problem-solving abilities
- First Aid at Work
- Clean driving licence

Competencies:

Alongside the above, the successful candidate will also be expected to align with and be able to demonstrate our core competencies on the attached sheet.

Experience and qualifications

- Demonstrable knowledge of Health and Safety requirements in a heritage or activities/education setting.

Desirable

Experience and qualifications

- Experience of managing a residential provision;
- Experience of working closely with schools and in partnership with external agencies such as Natural England and Historic England;
- Client management in any service organisation;
- Experience of working with community groups;
- Experience of managing staff or volunteers;
- Experience of working on or contributing to funding bids
- Formal project management or management qualifications;

The successful candidate will also require a DBS check, proof of right work check and reference check prior to taking up the appointment. Employment is conditional on meeting these requirements.