



## Centre Manager Job Description

**Post Title:** Port Edgar Centre Manager

**Pay Grade:** £26,000-30,000 PA

**Contract Type:** Permanent Contract, based on 37.5 hours per week (negotiable)

**Accountable to:** Board of Directors

**Accountable for:** Staff and customer welfare, company assets, infrastructure, and activity programme.

### Summary of Role

The Centre Manager will be responsible for ensuring that Port Edgar Watersports CIC continues to be an inspiring and innovative hub for outdoor activity. This will be achieved by working closely with the Senior Management and the Board of Directors, and ensuring that the centre operates to the high standards it is renowned for.

The Centre Manager will be responsible for ensuring that the team of staff have all the resources and support they need to fulfil their roles. The Centre Manager will ensure that all company equipment and infrastructure is maintained and utilised effectively, and that all centre policies and procedures are up to date and in place to comply with local and industry regulation.

The Centre Manager will identify future areas of development opportunity, and investigate these areas with the support of the Directors. The Centre Manager will be awarded a high degree of autonomy in this role, and therefore should be self motivated and able to work independently.

### Key responsibilities and tasks

1. **Oversee and ensure the smooth running of day to day operations and aspects for the whole centre to enhance customer and staff experiences throughout.**
2. Present a professional approach to the role, and to develop strong working relationships with the other members of the management team.
3. Be responsible for all aspects of staff welfare.
4. Create a safe, informative, and inclusive environment for all staff and clients.
5. To promote the use of PEWCIC by customers, using all appropriate means.
6. To explore future options for the provision of a new building to house PEWCIC, particularly involving funding and support.
7. To report to the Directors monthly on the running of the centre on matters such as financing, staffing, customer feedback, future planning etc.
8. Ensure that all industry required legislation is up to date and current, for all aspects of the business.
9. Develop links within the sport governing bodies (RYA, BCU, BSUPA), and with other commercial bodies, such as Sport Scotland and local schools or sports facilities.
10. Ensure that the buildings and other site infrastructure are maintained and secure, and making sure that record logs for checks are kept and updated.
11. To be responsible for the Health and Safety on site, and to ensure that staff and users are aware of updates and changes to procedures.
12. Assist the other members of the management team and their staff to continue to deliver an exceptional activity programme.
13. Actively pursue training, and develop understanding of all the activities that are offered at PEWCIC.

## **Personal requirements**

### **Essential**

- A minimum of five years demonstrable management experience in the outdoor industry.
- Excellent communication skills, both written and verbal, with the ability to present.
- Excellent team leadership skills, with the ability to develop and support team members.
- Confident, motivated, and able to work to deadlines, independently or collaboratively.
- Computer literate, with good understanding of Microsoft Word, Excel, and Powerpoint.
- Excellent customer service skills.
- Experience managing budgets and obtaining funding.
- Ability to identify staff training needs and to deliver or facilitate training.
- A professional attitude and approach to work at all times.
- Able to work flexible hours and occasional weekends.

### **Desirable qualifications and experiences**

- Educated to degree level or similar
- RYA, BCU, BSUPA, or other relevant outdoor instructional qualifications.
- Valid First Aid certificate, with experience delivering first aid in practical situations.

### **Personal Qualities**

- Presentable and punctual at all times.
- Approachable, welcoming, friendly, knowledgeable, and enthusiastic.
- Self-motivated.
- Flexible approach to work in a rapidly changing industry.

### **Contractual Details**

- Starting Salary will be based on experience within the industry, and will rise in accordance with achievements to a maximum of £30,000 per annum.
- Holiday entitlement will be 28 days per year, and pensions, sick pay, and other benefits will be provided as appropriate.
- All internal training that is required for the post will be provided, and interview candidates will be expected to identify these training needs during the recruitment process.
- Contract is negotiable, and the Board of Directors are willing to consider flexible working hours, shorter working weeks, or extended time off over the UK winter.

### **Applicants should send their CVs with a covering letter to**

[chris@portedgarwatersports.com](mailto:chris@portedgarwatersports.com), by the 05/03/18.