



# **ROSCREA LEISURE CENTRE**

## **POSITION OF MANAGER**

### **GENERAL**

Roscrea Leisure Centre was opened in 2009 and is operated by a Board of Directors. The development of the Centre was supported and funded by a partnership comprising of the local community and businesses, Central Government and the Local Authority. The Centre incorporates a 25m Swimming Pool, Kiddies Pool, Learners Pool, Enclosed Water Slide, Gymnasium, Aerobics Studio, Spa area with Steam Room and Sauna.

The Board of Directors wishes to appoint a Leisure Centre Manager to operate the facility.

### **QUALIFICATIONS**

#### **1. CHARACTER**

Each candidate must be of good character.

#### **2. HEALTH**

Candidates shall be free from any defect or disease which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying these requirements, it will be necessary to undergo at the person's expense a medical examination, by a qualified medical practitioner to be nominated by the Board of Directors. On taking up appointment, the expense of the medical examination and test will be refunded to the candidate.

### **3. EDUCATION, TRAINING, EXPERIENCE, QUALIFICATIONS ETC.**

Candidates shall:

- a. have a good general standard of education. A recognised third level qualification relevant to the duties of a Leisure Centre Manager is desirable.
- b. possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff.
- c. have adequate motivational and communicative skills.
- d. have Rescue 3 Pool Lifeguard Certificate or internationally recognised equivalent.
- e. hold the advanced Resuscitation Award, Swimming Instructors Certificate and Water Safety Instructors Certificate of the Irish Water Safety or undertake to obtain same. Equivalent qualifications will be accepted.
- f. be competent in the operation of the Pool Plant.
- g. have relevant experience in a supervisory or management capacity.

### **4. CONDITIONS OF EMPLOYMENT**

- (a) Remuneration will be €333.91 per week.
- (b) The holder of the position will be expected to work a minimum of 39 hours per week which will include work on public and church holidays, at night or at weekends as required. It will be a requirement that the holder respond to emergency situations. No additional remuneration will be paid for night, weekend or emergency work.
- (c) The employment is whole time.
- (d) With the exception of summary dismissal i.e. without notice, i.e. for serious misconduct, or termination for incapacity, incompetence or misconduct for which payment in lieu of notice will apply, notice of termination will be as follows;

1 weeks notice after 13 weeks service  
2 weeks notice if employed between 2 and 5 years  
4 weeks notice if employed between 5 and 10 years  
6 weeks notice if employed between 10 and 15 years  
8 weeks notice if employed more than 15 years

You will be required to give four weeks notice of termination of your employment to the Council.

- (e) The employment may be terminated by one week's notice on either side or in the event of misconduct or negligence without notice.
- (f) The annual leave entitlement is 23 days exclusive of public holidays.
- (g) The person employed shall serve a probationary period of twelve months which the employer may at its discretion extend. The employment of the person shall cease at the end of the probationary period unless during such period, the service of the person is satisfactory.

## **5. DUTIES**

The Manager will be required to report to the Board of Directors of Roscrea Swimming Pool CLG.

The Manager will be required to carry out such duties as may be entrusted in relation to the Leisure Centre, together with such additional duties as may from time to time be assigned to him / her.

The duties of the position which will be carried out under the general direction and control of the designated person, will relate primarily to the development, operation, promotion and management of Roscrea Leisure Centre.

- a) Management and supervision of the various premises and facilities in accordance with established policies and within the approved budgets.
- b) Supervision, direction and control of all staff which may be appointed or assigned to the Leisure Centre from time to time, including the preparation of time-tables to ensure that the Leisure Centre is adequately staffed at all times; the preparation and maintenance of time sheets, and leave records as required.
- c) Promoting the use of all facilities, conducting suitable promotional campaigns and measures to achieve an optimum use of such facilities, with a view to attracting competitions, presentations, etc by Companies and Groups from the catchment area and undertake continuous assessment and review of the use of the facilities.
- d) Endeavour to secure sponsorship for events (if appropriate).
- e) Arrange bookings by groups or individuals for use of the various facilities provided and keep appropriate records in relation thereto.

- f) Control the hiring out of any equipment or facilities.
- g) Advise as to additional facilities which might be provided from time to time having regard to public demand.
- h) General supervision over the various premises and facilities ensuring the maintenance of the buildings (and surrounds) in fit condition within the appropriate budget.
- i) Ensure that buildings and contents are kept insured and that the conditions of insurance are complied with.
- j) Ensure that precautions are taken to keep buildings safe and to seek technical advice in this regard where necessary.
- k) Keep accurate records of receipts and expenditure, arrange for safe custody and lodgement of cash, preparation of accounts as appropriate and arrange for annual Audit of Accounts and presentation of periodic Financial Reports as required.
- l) The preparation of annual estimates of income and expenditure.
- m) Keep records of furniture, equipment, etc in premises.
- n) Supervise the day to day operation of the Leisure Centre ensuring that required levels of staffing, security, safety and general cleanliness are maintained and ensure a high standard of hygiene and clean housekeeping is maintained to the satisfaction of the designated person, who shall be notified of any major problem.
- o) Such other duties as may be assigned to them from time to time.

## **6. RESPONSIBILITIES**

- a) Devise and implement management strategies designed to achieve targets, aims and objectives set for each activity or operation. To maintain a first-rate image to all clients and positively promote the Leisure Centre effectively, liaising closely with all customers, schools, clubs, the local community and business groups, and concessionaires.
- b) Undertake the leading role in management and development of Roscrea Leisure Centre, encouraging the expansion of sport and recreation within the Leisure Centre catchment area.
- c) Provide leadership, motivation, guidance and control for all staff.

- d) Prepare and submit such reports and information in respect of the operation of facilities, services and activities as required.
- e) Ensure compliance with management policy, financial procedures/regulations, standing orders and any other legislation appropriate to the operation of such facilities.
- f) Ensure efficient budgetary control.
- g) Ensure efficient on site management, including the provision of adequate staff to cover each shift, at all times. All areas of the facilities must at all times be adequately staffed in a cost effective manner, with due regard to standards of safety and service.
- h) Ensure, subject to prior approval, that the training needs of all staff are met and prepare a detailed annual training programme.
- i) Liaise with the designated person to ensure that administrative arrangements which are appropriate to the needs of the facility, activity or service are operated in the most effective manner.
- j) Ensure that all facilities, activities and services are operated in compliance with the Safety, Health and Welfare at Work Act 2005 and Regulations made thereunder and any other legislation, guidelines or codes of practice, currently in force or that may be introduced in future.
- k) Utilise effectively all available resources to maintain and upkeep plant, equipment and the buildings (and surrounds) to the highest possible standard.
- l) Be responsible for the recruitment and development of part-time relief staff, operational training of new staff and general supervision of staff at the Leisure Centre.
- m) Act as Swimming pool Superintendent/Lifeguard as required, overseeing all activities, operations and staff on site.
- n) Be responsible for operational shift when staff programming requires, leave is taken or emergencies arise.
- o) Respond to emergency call outs.