

Job Description



Job Title: General Manager
Responsible to: Committee

About us

Darlington Gymnastics Club is a large Community Amateur Sports Club situated on the outskirts of the town. Our aim is to promote gymnastics to the local community, giving access to everyone who wants to be involved.

We're not a 'glossy' club with lots of capital: we try to keep the sport affordable for all our gymnasts, and we re-invest as much as we can in improving the facilities of our home in Faverdale, Darlington.

We run classes for all gymnasts – whether they're just starting, or are heading to regional competitions, and everything in between. We have capacity for:

- 144 pre-school gymnasts;
- 700 recreational gymnasts;
- 125 competitive gymnasts;
- 24 gymnasts with autism in dedicated classes.

We also have a successful schools-development program where some schools visit us as part of their PE curriculum, and where some of our coaches go out into the community to provide coaching in schools.

The club is governed by a committee of volunteers, who support the staff in developing the strategic direction for the club. We have a core team of senior coaches, permanent coaching staff, and a number of casual coaching staff (typically college students).

Job Purpose

The newly-created position of General Manager is central to the future of the club. Reporting to the committee, the post holder will be responsible for all aspects of the running the club, with overall responsibility for the club's finances, HR, operations, and fundraising.

This includes being a point of contact for the public using the service and the committee, ensuring policies, procedures and risk assessments are fully implemented, budgeting and finance, facilities management and staff recruitment, management and development.

As an individual you will have a management background and be willing to champion exemplary standards at all times. You might not have experience in all of these areas but will be willing to learn from our supportive committee, coaches and volunteers.

The club is going through a period of change so we are keen to find someone who will provide a stable base for the club to develop further.

The post is initially part time (including evening and weekend hours) with the potential to develop to full time (if combined with other duties across the club). We are open to discussing a working pattern with the successful candidate that works for the postholder and club.

Key Duties / Responsibilities

- To be involved in the organisation (and delivery, if appropriate) of a varied and interesting programme of gymnastics activity, which motivates and encourages young people of all ages and abilities to participate.
- To maximise the club's revenue by ensuring recreational and preschool classes are full. To monitor attendance figures and make cost effective changes where needed in discussion with the committee.
- To monitor attendance figures for squad sessions and work alongside coaching staff to ensure the squads sessions remain financially viable.
- To plan (alongside the coaches) the Gym year, including the scheduling of all classes, holiday events and fundraising events, in house competitions etc. ensuring that they meet the needs of the users, are cost effective, risk assessed and staffed appropriately.
- To play a lead role in the management of the coaching team, including conducting appraisals, performance reviews, planning rotas and organising appropriate holiday / sickness cover. To liaise with the club treasurer on a monthly basis regarding wages.
- To ensure all HR records are updated and accurate.
- To recruit and manage new staff (including volunteers) and to oversee the development of existing staff, through appraisal, CPD and performance related monitoring. This includes facilitating the development of the Volunteer Academy to ensure progression and development of young coaches.
- To be the direct liaison between the committee and the coaching staff, attending meetings when required and ensuring clear lines of communication.
- To ensure all financial transactions are completed in accordance with procedures (including security, processing and banking) and manage the daily finances of the club whilst reporting on a monthly basis to the Club Treasurer.
- To explore opportunities to increase the club's income, enhancing the profitability of the club whilst ensuring that it fulfills its role in facilitating access to gymnastics by all those in the community.
- To ensure all policies and procedures are appropriate and fit for purpose, and ensure all staff are aware of, trained as necessary and follow such in order to comply with the clubs legal and social responsibilities.

- To oversee the completion of risk assessments, being accountable for ensuring they are updated, appropriate, relevant and communicated with staff.
- To ensure Safeguarding, Health and Safety, and Equality policies are adhered to. To work alongside the committee and coaching staff to actively engage with members of the community to ensure the club is inclusive to all.
- To maintain and update the membership database in line with committee expectations, BG requirements and GDPR.
- To maintain relevant child protection and first aid qualifications.
- To ensure that high standards of safety and security are maintained within the facility. This includes overseeing the regular and timely completion of safety checks.
- To ensure the facilities are kept clean and tidy (liaising with outside agencies where necessary) and to report any facility problems in a timely fashion to the committee. To work closely with the managers and trustees of 4Motion (to whom we sublet some of our facilities) to ensure the cohesive running of both sites.
- To review all accidents or injuries reports, ensuring they are completed accurately. To risk assess situations reported and respond accordingly. To report, where appropriate accidents as per national and governing body standards.
- To be the initial point of contact for all outside agencies.
- To work closely with the community to develop and promote the club as being a valuable resource, including managing the club's social media and developing marketing strategies.
- To oversee the completion of routine administrative tasks.
- To ensure high levels of customer service and public relations are maintained, as well as dealing with and resolving customer enquiries, complaints and addressing concerns or queries as they arise.
- Ensuring the club remains a fun and engaging environment suitable for all users.
- Any additional duties and responsibilities that may be reasonably required.

Person Specification



Job Title: General Manager

Requirements -

	Essential / Desirable	Application / Interview
Qualifications		
One or more gymnastics coaching qualifications and current first aid award (16hr) and up to date child protection training (a willingness to achieve qualifications post engagement is essential)	D	A
Willingness to commit to ongoing training – both in house training and external courses	E	I
General management		
Significant experience of working in a management role (ideally within a fitness / sport environment)	E	A / I
Knowledge of health and safety requirements (ideally within a fitness / sport environment)	E	A / I
Demonstrate an understanding of, and an ability to write, policies, procedures and risk assessments (you might have similar, but not directly comparable experience)	D	A / I
Demonstrate a good understanding of social media, marketing processes and service development	D	A / I
Finance		
Demonstrate an understanding of how to manage a budget, financial planning, accounting and reporting	E	A / I
HR		
To show an awareness of HR matters, including contract negotiations, Rota management, wage preparation, pensions	E	A / I
To demonstrate the ability to organise self and others to ensure all admin tasks are completed in a timely fashion	E	I
Understand and demonstrate the skills required to ensure effective team working, including an awareness of staff appraisal and development	E	I
To demonstrate experience in recruitment, development and performance management of staff	E	A / I
Personal qualities		

	Essential / Desirable	Application / Interview
Good interpersonal and communication skills (both orally and written). Including the ability to talk to senior coaching staff, committee, visitors and parents both with the gym environment and in related environments	E	I
Demonstrate an engaging, outgoing and confident manner	E	I
An individual who will be a positive role model to others	E	I
A self-starter who can demonstrate the use of initiative to manage a complex organization	E	A / I
Demonstrate the ability and willingness to understand and adhere to DGC policies regarding behavior, confidentiality etc.	E	I
A flexible approach to working. As part of the recruitment, we welcome a discussion about the most appropriate working pattern – which will likely require some evening and weekends, and flexibility around events.	E	I

Conditions of Service

Job Title: General Manager

Salary: £12.50 ph

Duration: Permanent

Working Hours: To be agreed – to include evening and weekend working. It is initially envisaged that the postholder will work 20 - 25 hours per week, though this will be subject to change by mutual agreement

Annual Leave Entitlement: 25 days' holiday plus bank holidays (pro-rated)

Sickness Absence: The successful candidate will be entitled to sick leave as per their contract.

Pension Provisions: DGC operates a pension scheme and the successful candidate will be entitled to join the scheme

Business Mileage: If you must use your own vehicle on club business please ensure that you are insured to do so. If you are asked to work in a location other than that specified at the time of employment, you will be paid mileage expenses on production of appropriate receipts.

Notice Period: During the probation period, 1 month; following the probation period, 3 months

Probation Period: New entrants to DGC are subject to a probationary period during which you are expected to establish your suitability to the post.

Medical Questionnaire: Your employment is subject to the satisfactory completion of a medical questionnaire.

Clothing and Uniforms: You must always wear clothing/uniform appropriate to your role.

Disclosure and Barring Service (DBS) Check: This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of "unprotected" cautions and convictions can be found on the Disclosure and Barring Service website.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.