**JOB DESCRIPTION**

**PUBLIC HEALTH**

**JOB TITLE:** FACILITIES ASSISTANT MANAGER – FITNESS

**DIVISION:** SPORT & RECREATION

**GRADE:** Band 10

**RESPONSIBLE TO:** FACILITIES MANAGER

**POST REFERENCE NO:** 104268

# **Purpose of Post**

# Assist with the overall control and management of HBC Sports and Recreation Facilities based at Mill House Leisure Centre with specific responsibilities for dryside and fitness development, providing a managerial presence and guidance for leading, developing and co-ordinating the work of all staff in order to maximise the use of facilities and increase participation by local residents.

# **Relationships**

1. Working with all sections of the community, including individuals and groups, in promoting the provision, availability and benefits of active participation in sport and physical activity in general.
2. To establish and maintain liaison with local, regional and national agencies to the benefit of services to the public.
3. To liaise with local community, schools, clubs and all Council Departments to ensure the effective and efficient delivery of effective and efficient delivery of dry and fitness activities. .

**Main Duties and Responsibilities**

1. Under the guidance of the Facilities Manager be responsible for the buildings, facilities and staff employed across HBC Sports Facilities as well as the general public using the Facilities and assist with the development and maintenance of all operational systems and procedures as directed by the Facilities Manager .
2. Supervise, guide and direct the work of all staff members including Fitness Instructors ensuring the co-ordination of activity and high standards of service delivery resulting in the maximum use of the Facilities and increased participation by the local community.
3. Be responsible for the safe operation of the facilities ensuring that all relevant health and safety requirements are met in respect of users, employees and all others who access the Facilities .Including adherence to safeguarding and national governing body recommendations
4. Ensure all non swimming lesson equipment is logged on an inventory and checked regularly. Disgard of any unsafe equipment.
5. To assist with the recruitment and appraisal of all staff, overseeing their ongoing development through the adherence and use of all HR policies and procedures.
6. To ensure that appropriate staffing levels are maintained at all times for the operation of the facilities in a safe manner and the effective and efficient co-ordination of staff programmes of work.
7. Assist in the preparation of an annual service plan and review for the Facilities, identifying gaps in service provision, new initiatives and developments and subsequent performance targets with specific responsibilities for the dry and fitness programme
8. Ensure that a comprehensive and varied programme of suitable inclusive activities responding to all customer needs is available at the Facilities .
9. Be responsible for the ongoing development, operation and monitoring of the Facilities fitness and general recreation programme linking closely with local partners and national governing bodies
10. Coordinate the Fitness Programme across the Facilities specifically around managing and developing the Technogym equipment. This would include leading on specific fitness events and promotions.
11. Assist the Facilities Managers with the development and upkeep of all quality assurance systems in place (currently Quest) maintaining and further developing accreditation of the Facilities .
12. Assist the Facilities Managers with the close monitoring of performance in line with expected services outcomes as well as against agreed financial budgets for the Facilities .
13. Prepare reports and statements and attend meetings as required by the Senior Officers as well as assisting in the development of plans or bids aimed at securing resources for the improvement of the service.
14. To prepare regular reports for the Dry – Fitness provision for a range of audiences specifically reporting on performance, attendances and retention
15. Ensure effective use and management of the Technogym Wellness System to provide customers with the innovative experiences, support and two communication.
16. Provide cover for Level 1 instructors as directed by the Facilities Managers
17. Any other duties of a related nature which might reasonably be required and allocated by the Facilities Managers

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 11th February 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**