



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Leisure Manager – Community Leisure
Grade: 7 (£44,253 to £47,665)
Hours: 37 Hours Full Time
Reports to: Principal Leisure Manager – Active Environments & Partnerships
Responsible for: N/A

Directorate and Service area: Public Health, Communities & Leisure - Leisure Services

Purpose of the job (why the job exists)

- To lead on the management and development of community leisure provision across North Northamptonshire.
- To lead on the liaison with the Councils devolved and leased leisure facilities such as Rockingham Triangle Sports Complex, Kettering Sports Park and Football Pavilions.
- To lead on the management of projects working with a range of colleagues, partners and stakeholders to drive investment into community leisure facilities and assets across North Northamptonshire.
- To ensure that the service maximises the opportunities that are available to improve and grow the current provision of community leisure facilities and assets across North Northamptonshire.

Principal responsibilities (please make these concise and ideally no more than 8)

1. To manage the Councils community-based facilities and access to other community leisure facilities including Pavilions, Tennis Courts, Football Pitches and Bowling Greens across North Northamptonshire.
2. To be the main point of contact for the Councils devolved and leased leisure facilities such as but not limited to; Rockingham Triangle Sports Complex which includes Corby Town Football Club; Corby Athletic Stadium and Corby Indoor Tennis Centre; Kettering Sports Park and Football Pavilions.
3. Be responsible for capital and revenue project submissions to grow and improve the quality of community leisure facilities and assets across North Northamptonshire
4. Project manage and deliver capital and revenue investment projects. Establish Project Management Boards where required. Manage and report on financial requirements for each project and ensure all correct processes are followed including but not limited to; planning principles, statutory consultation, procurement and health and safety.
5. Develop and strengthen internal and external partnerships to continuously develop and improve the level and quality of community leisure facilities and assets across North Northamptonshire.

6. Seek funding opportunities to invest in community leisure provision and develop funding bids as required, e.g. Pride in Place, Sport England funding.
7. Seek to ensure a consistent approach to developing Community Use Agreements with external partners to ensure community access to facilities.
8. Support local clubs and organisations to develop community leisure facilities and to work with them to ensure these are effectively managed, sustainable and publicly accessible.
9. Support the delivery and links to public health and healthier lifestyles projects for the service area.
10. Support the delivery of the Active Communities Framework.
11. Support the implementation of the Leisure Facilities Strategy and the Playing Pitch Strategy.
12. Ensure an excellent standard of customer care is implemented and maintained by always demonstrating North Northamptonshire council core values. Customer Focused, Respectful, Efficient, Supportive, Trustworthy.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

- Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.
- Post holder must be prepared to undertake training as required.
- A valid driving licence and access to a car for work purposes is essential for this post.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Level 5 management qualification or equivalent experience within the Leisure Industry.	Facilities Management qualification.
Experience and Knowledge	Experience of working at a management level within the Health and Wellbeing or Sport and Leisure Industry for at least 5 years. Experience of planning, developing and managing a range of projects. Experience of applying an evidence-based approach to developing strategic improvements in leisure and sport infrastructure. Experience of facility development, governance and legislation. Experience of and can achieve investment opportunities for leisure and sport infrastructure from a variety of capital funding opportunities such as; Section106, Lottery, Landfill tax, Football Foundation, Sport England. Experience of Local Sport Facility Plans and implementing strategic and operational plans. Understands the “Levelling Up” Agenda and how this relates to leisure services.	Project Management Training or equivalent experience. Asset Based Community Development Training or equivalent experience. Experience of designing and leading on stakeholder consultations. Knowledge of the existing leisure facilities and operations and where opportunities exist to improve or develop them. An operational background and experience of facilities management, inspections and compliance monitoring.

Attributes	Essential criteria	Desirable criteria
	A strong understanding of health and safety legislation and how it relates to facilities and/or leisure management operations. Experience in the procurement of supplies and services in accordance with contract and finance procedure rules. Experience in managing both capital and revenue budgets, including budget monitoring, purchasing and invoicing. Experience of providing strategic support at a management level. Knowledge of health inequalities and deprivation and the value of Leisure Services contribution.	
Ability and Skills	Demonstrate excellent communication skills (verbal and written) and be able to effectively engage with a range of audiences. Ability to build effective partnerships, both internally and externally and work collaboratively to achieve the desired outcomes. Ability to work under own initiative to set targets, co-ordinate and plan and oversee projects as required. Effective negotiating and influencing skills. Excellent project and time management skills.	Be able to share knowledge and skills with others in the form of training sessions, on specific topics you are qualified and proficient in.

Attributes	Essential criteria	Desirable criteria
	Ability to interpret data and able to understand problems and issues and know how to resolve them quickly and efficiently. Ability to work well under pressure and achieving deadlines. Be a strong advocate for the positive benefits of being active and how to engage people in sport and recreational activities. Strong IT skills and be proficient in using Microsoft Office i.e. Word, Excel, PowerPoint.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Flexibility in duties when necessary to support the strategic aims and priorities of the Council and to meet the needs and demands of the service. Full driving licence and access to own transport or ability to travel within North Northamptonshire.	