



Mount Batten Water Sports & Activity Centre

Faculty / Division: Mount Batten Partnership

Job Title: Water Sports & Outdoor Adventure Manager.

Post No:

Date of Assessment: June 2010

Responsible for The Water Sports & Outdoor Adventure Team.

Salary: £25,000 per annum

Contract type: Three year contract

Hours: 40 hours

Accountable to: Centre Manager of the Mount Batten Water Sports & Activity Centre

Purpose of role:

- To have responsibility and accountability for the management of the sailing & outdoor adventure activities on behalf of the partnership.
- To develop and implement new programmes in educational and commercial areas.
- To contribute to the marketing strategy of the Centre.
- To provide leadership and training to the Water Sports & Outdoor Adventure Team.

Primary responsibilities:

1. To be responsible for the water sports and outdoor adventure operational management including:
 - Business Growth
 - Financial planning and monitoring.
 - Health and Safety
 - Repairs and maintenance of activity equipment
 - Activity Programming
 - Management and Leadership of staff
 - Assisting in the delivery of a marketing plan and business plan.
2. To take responsibility for all activities operated by the Centre, update and develop operating procedures and risk assessments where necessary. Provide training and monitoring to ensure staff employed to undertake tasks are appropriately trained and competent, as required under the AALA licence and at a quality level to achieve LCtC Quality Badges. Also to meet the requirement of the relevant Governing Bodies and their accreditation.

3. To provide leadership to the activity team to include recruitment, motivation, appraisal, disciplinary and grievance procedures.
4. To manage the Water sports and Activity budget, ensuring the financial viability of the Centre by effective use of resources including the maximization of income opportunities and to prepare estimates of income and expenditure.
5. To prepare and present reports on any aspect of the Water Sports and Activity program as requested by the Centre Manager, particular in the areas of financial management and business development.
6. Maximise income generation consistent with the objectives of the Centre, including exploring sponsorship and commercial opportunities for the Centre.
7. To support the Centre Manager in ensuring compliance with all legislation and regulations relating to the running of the activity programme, including the provision of advice and recommendations relating to any forthcoming legislation or regulations which affect the operation of the Centre.
8. To develop closer working relation with National Government Bodies and other key partners.
9. To agree with the Centre Manager, realistic and achievable goals and targets with a strategic business plan which supports the development and growth of the Centre.
10. To work as part of the wider partnership team across education, youth services, business sectors and community, to stimulate the use of the Centre as a structure for learning, enjoyment and community development.
11. To oversee the outdoor teaching and education program at the Centre.
12. To act **at** the principal for the Royal Yachting Accreditation.
13. To develop the necessary databases and relevant systems in order to improve the existing operation
14. To research external funding in order to support and deliver programmes in water sports, activities and educational learning and with the support of the Centre Manager, to complete the necessary funding applications.
15. To interface and explore future opportunities with local community groups, schools and businesses and to ensure effective channels of communication are in place for all staff and users of the Centre.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Special requirements:

This post is 40 hours a week, which include some evenings and weekend work. It is essential the successful candidate has a driving license and access to a car. The post offers 20 days annual holiday. An Advanced CRB check is a requirement of the post.

General terms and responsibilities:

- All staff are responsible for ensuring compliance with Mount Batten Health & Safety requirements and regulations.
- All staff are required to ensure that they apply the Mount Batten's Equality and Diversity Policies in their general conduct.
- All staff are responsible for carrying out appropriate communication and information sharing.

This job description provides a general reflection of the responsibilities associated with the post, it is expected that the role holder will undertake any other reasonable duties to assist in smooth service delivery.

Date: 30th June 2010.

File Reference: LC/RE03.

Personal Specification: QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED.

	ESSENTIAL	DESIREABLE
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent, ideally in Outdoor Adventure or Business • A Teaching Qualifications in at least two Watersports and outdoor adventure sports. • APIOL 	<ul style="list-style-type: none"> • A background in working with an OEAA setting. • Ability to work in partnership with education professional, children and young people.
Experience	<ul style="list-style-type: none"> • Experience of working in a customer focused business environment of which 3 years at supervisor or management level • Experience of writing and effectively implementing financial and business reports. • Managing a substantial budget. • Previous experience of managing and leadership of staff • Experience of working in a customer focused environment. 	<ul style="list-style-type: none"> • Knowledge and experience of education and commercial operational management. • Proven track record of managing and operating budgets. • Strong Management and Leadership Skills. • Health and Safety knowledge and experience of implementing policy. • Experience on introducing quality standards and procedures.
Skills and Attributes	<ul style="list-style-type: none"> • Good communication, inter-personnel and organization skills. • The ability to work on own initiative and to motivate and leader a diverse team. • Resource management (budgetary and managing staff). • IT skills and knowledge of a variety of computer packages including Microsoft office 	

	<p>packages.</p> <ul style="list-style-type: none"> • Excellent interpersonal communication, writing and [presentational skills. • Knowledge of local and regionally similar business providers. 	
Qualities	<ul style="list-style-type: none"> • Visionary • Commitment to the principles of the partnership and the aims of the Centre. • Commitment to excellence in service delivery • Able to use own initiative. 	

Job Advert
(Need to add Logo, address and contacts).
Salary £25,000 per annum.

Mount Batten Watersports and Activity Centre are looking for an experienced and self motivated Watersports and Activity Manager, with outdoor learning qualifications, to maintain and develop the Centre programme within a Management team.

The core purpose of the role is to:

- To have responsibility and accountability for the management of the sailing & outdoor adventure activities on behalf of the partnership.
- To develop and implement new programmes in educational and commercial areas
- To contribute to the marketing strategy of the Centre
- To provide leadership and training to the Water Sports & Outdoor Adventure Team.
- To manage and provide leadership for the activity team.

Duties will entail working collaboratively with partners and a range of agencies in developing the Centre's activities, monitoring the quality of provision

Ideally educated to degree level in a business or leisure Management discipline, with considerable relevant work experience, you will have an in depth knowledge of a range water sports and outdoor activities leisure and hold teaching qualification in at least two activity related disciplines.

A friendly, approachable, enthusiastic and self-motivated individual, you will have experience of management of teams, financial planning and budgets, developing and implement business plans.

You will also have the ability to advice, guide, persuade and

negotiate in order to achieve objectives, demonstrate initiative and made decisions as well as the ability to liaise with a range of national agencies in order to develop the activity provision. You will possess excel and communication and problem solving skills, have the ability to work flexibly to meet the needs of the service.

The successful candidature will be subject to a criminal conviction check through Disclosure

Closing Timetable for applications is 5pm on 20th July 2010
Interviews will take place on 26th July 2010

No recruitment Agencies