

› General Manager Bath Recreation Activity

Bath ●●●
Recreation

- › **Contract** Full-time, Permanent
- › **Location** Bath (with flexibility)
- › **Salary** £45k-50k pa (dependent on experience) plus pension
- › **Accountable to** Chief Executive
- › **Job Purpose**
 - Manage and deliver the Glasshouse Academy Programme
 - This is an evolving programme and you will make a considerable contribution to developing the programme
 - Manage the in-school Buds Programme in order to identify suitable candidates for the Glasshouse Academy Programme
 - Lead programmes and key partnerships with schools, clubs and related organisations

› Job Accountabilities

Glasshouse Academy

- Set up and run recreation activities that nurture positive lifestyles and foster child development and provide structured support through a programme of community projects and cultural opportunities for young people aged 9-18
- Responsible for the day-to-day management and delivery of the Academy creating a friendly, positive and inclusive experience for all. Leading activities responsive to the needs and wants of the young people within the framework of the aims, policies and procedures
- Form positive relationships with young people within the Academy which are based upon trust and respect ensuring all participants have a safe place to develop their identity and become contributing adults in the community
- Provide opportunities and raise aspirations, constantly assess the needs of the young people involved and deliver programmes related to areas including, amongst others, health, fitness and relationships
- Develop relationships with new partners and local businesses to enhance opportunities for the members of the Academy
- Review the programme impact with the Chief Marketing Officer



Buds Programme

- Lead the relationship with our target schools
- Manage a fundamental movement skills programme and PE support to Year 4 classes
- Identify, within the schools, candidates for the Glasshouse Academy programme

All Programmes

- Responsible for all safeguarding matters and compliance with charity policies
- Lead a team of coaches (in-house staff, external coaches and volunteers) effectively providing guidance and support
- Manage rotas and cover requirements for the team to ensure full delivery of the services at all times



Sports and Recreation Promotion

- Champion participation in sport and recreation across our area
- Support the promotion of PE in local schools (especially primary schools and through festivals at Glasshouse/the Rec)
- Identify gaps in community activities and develop programmes to provide local communities and children with additional development opportunities
- With the Chief Marketing Officer develop a programme of activities to impact the community club network (medium term goal)
- Support the development of an events strategy to raise the profile of the charity

Resource & Facilities Management

- Manage the education budget
- Act as site manager for Glasshouse pavilion and grounds
- Monitor and maintain a healthy, safe and secure working environment. Ensure all activities undertaken are delivered in accordance with relevant legislation and policies
- Responsibility for the preparation, maintenance and storage of all activity resources
- Manage the provision of suitable refreshments ensuring the preparation and handling of food is done in accordance with food hygiene and health and safety standards



- Form positive and professional relationships with all stakeholders, engage with them, supervise, guide and provide comprehensive care
- Maintain effective working relationships with the management and team members
- Develop and maintain effective relationships and communications with parents/carers and other partners. Encourage parental involvement in the provision
- Ensure all administrative tasks and written/electronic records, reports and other necessary documentation are completed in a clear, accurate and timely manner
- Deal with any Child Protection disclosures or pastoral concerns sensitively and in line with Safeguarding Policy and Procedures

Relationships

Decision Making

- Understand the charity strategy and operational goals
- Lead the planning, preparation and delivery of activities designed to meet the intellectual, creative, physical, emotional, and social needs of the children
- Consult with the children and involve them when planning activities, taking a participant centred approach
- Undertake daily risk assessments and alter planned activities where necessary

- Promote positive behaviour, deal promptly with conflict and incidents in line with the Behaviour Policy and encourage young people to take responsibility for their own behaviour
- Undertake other appropriate tasks such as first aid duties as required
- Be able to work to planned routine but also be adaptable and flexible to deal with ad hoc issues
- Provide a safe, caring and fun environment for the children accessing the provision
- Adhere to Bath Recreation's Social Media Guidelines and liaise with Chief Marketing Officer in relation to promoting activity and communicating with stakeholders

Work Demands

Other

- This is an outline of a range of main duties that may be encountered it is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation
- We take a research and networked approach so opportunities to visit other relevant programmes and events to build experience and relationships will be encouraged
- Necessary training will be provided and a CPD plan developed
- We are a dynamic, emerging recreation charity so new challenges and opportunities should be expected
- Enhanced DBS check will be required
- Occasional travel within the UK



› Person Specification

Skills

› Essential

- Self-starter capable of making independent management decisions based on a thorough understanding of the role and charity purpose
- Excellent interpersonal skills
- Excellent oral and written communication
- Good ITC and administration skills
- Strong organisational skills

› Desirable

- Proven leadership skills

Experience

- Proven experience working with young people aged 9 to 18 years.
- Experience undertaking management and administrative tasks
- Previous experience of working in a child development setting

- Teaching/coaching qualifications in a range of activities
- Experience of creating Risk Assessments
- Experience of line managing staff and leading a team
- Developing programme Theories of Change and associated monitoring and evaluation to report impact

Qualifications

- Degree in Education/Sports Development or similar OR equivalent relevant experience
- Good standard of literacy and numeracy
- Full clean driving licence

- Level 2/3 coaching qualification
- ***Required on commencement of role:***
- Child protection training
- First Aid Qualification and trained in administering medication
- Food Hygiene Certificate

> Essential

Abilities

- Provide safe and stimulating activities
- Manage and motivate a team and form effective relationships with colleagues
- Form positive professional relationships with young people based on trust and respect
- Develop effective partnerships
- Work on own initiative using judgment and common sense
- Self-evaluate learning needs and actively seek learning opportunities
- Maintain strict confidentiality
- Work with minimal supervision but within set guidelines
- Understand and follow verbal and written instruction
- Maintain clear and accurate records
- Complete written reports in a clear, concise and timely manner
- Ensure effective quality control and continuous improvement
- Comply and promote Health and Safety policies and procedures

Safeguarding & Inclusion

- Evidence of commitment and ability to safeguard and promote the welfare of children and young people
- This role involves working with young people on a daily basis and therefore a regulated activity requiring Enhanced DBS
- An understanding, acceptance and commitment to promote the fundamental principles of inclusion and equity

Personal Attributes

- Empathy and excellent listening skills
 - Keen interest in working with young people
 - Patient, calm, fair and consistent when dealing with young people
 - Hard working, flexible, punctual and reliable
 - Take pride in a job well done and take personal responsibility for standard of work carried out
 - Strong commitment to young people and an understanding of the factors affecting their lives
 - Ability to provide reliable support to young people and act with integrity
 - A positive member of the senior management team of the charity
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➤ Recruitment Timetable

These dates are indicative and may be subject to change (except closing date). Please note that candidates will need to be available for first and second interviews, if selected.

Bath Recreation will advise all candidates of outcomes at each stage of the process as soon as possible.

If you would like to arrange an informal discussion about the role please contact chiefexec@bathrec.co.uk

- **Closing Date Stage** 9th March 2023
- **Stage 1 Assessment** W/C 20th March 2023
- **Stage 2 Interview** W/C 27th March 2023

Equal Opportunities Statement

Bath Recreation Limited is keen to ensure that it represents the community we serve and welcomes applications from ethnically diverse communities, disabled people and people from the LGBT+ community.

Should you require application forms in an alternative format or any adjustments to be made throughout the application process or upon appointment, please contact chiefexec@bathrec.co.uk

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

