

Bath ● ● ●  
Recreation

# GENERAL MANAGER

## Bath Recreation Activity

# Information Pack

Nurturing Positive Lifestyles



# › Welcome

Bath Recreation has been running as a small charity in Bath for over eight years, and in that time we have laid the foundations for a long-term strategy, a vision, mission and purpose.

We are a dynamic, self-funded charitable organisation that provides property and programmes for everyone in our community to enjoy recreation in its broadest sense in and around Bath.

Over the next five years we want to become a trusted partner in the recreational space in Bath, impacting the lives of many people in the community and ***Nurturing Positive Lifestyles***.

The primary responsibility of this role will be to lead our flagship programme, the Glasshouse Academy, and develop our schools and clubs activity function.

The ideal candidate will have innate skills relating to developing young people through recreation, sport and arts activity. We believe that ***Nurturing Positive Lifestyles*** is central to who we are and what we do and that culture begins with our people. The role therefore will provide flexibility and opportunities to ensure you can enjoy a healthy work/life balance.

The role will develop over time to include: wider recreation development activity; building key relationships across the City with our existing partners (including St John's Foundation, Bath Rugby, Bath City FC) and developing new partnerships with schools, clubs and other organisations.

The role will complement the General Manager of our trading company who is responsible for property and operations including the management of the Rec

(home of Bath Rugby, Bath Croquet Club and the Sports and Leisure Centre) and multiple other sites in and near Bath.

We run two key development programmes, the Glasshouse Academy (out of school) and Buds (in school), more details can be found on page 4 and on our website [www.bathrec.co.uk](http://www.bathrec.co.uk).

Role Responsibilities:

- Lead on recreation activity and programmes function
- Champion participation in sport and recreation in or near Bath
- Manage the Activity Budget
- Be part of the senior management team

This is an exciting new role with significant opportunity for the successful candidate to shape the direction of the charity's activity. The ideal candidate will be a confident self-starter capable of leading a team and working in a positive, connected philanthropic culture.

**John Flinn**

**CEO**



# › Strategic Direction 2022 – 2027

Our strategic intent is to be recognised as a trusted partner for recreation in or near Bath over the next five years.

Having spent the last five years building foundations and new recreational sites, this new strategic period, which began in the autumn of 2022, will focus on the impact that Bath Recreation has on the community.

Our vision over the next five years is to create a model for the future utilisation of recreational properties. Bath Recreation wants to demonstrate and share a model which enables other organisations to benefit their communities.

Our enduring purpose is ***Nurturing Positive Lifestyles.***

## Influence

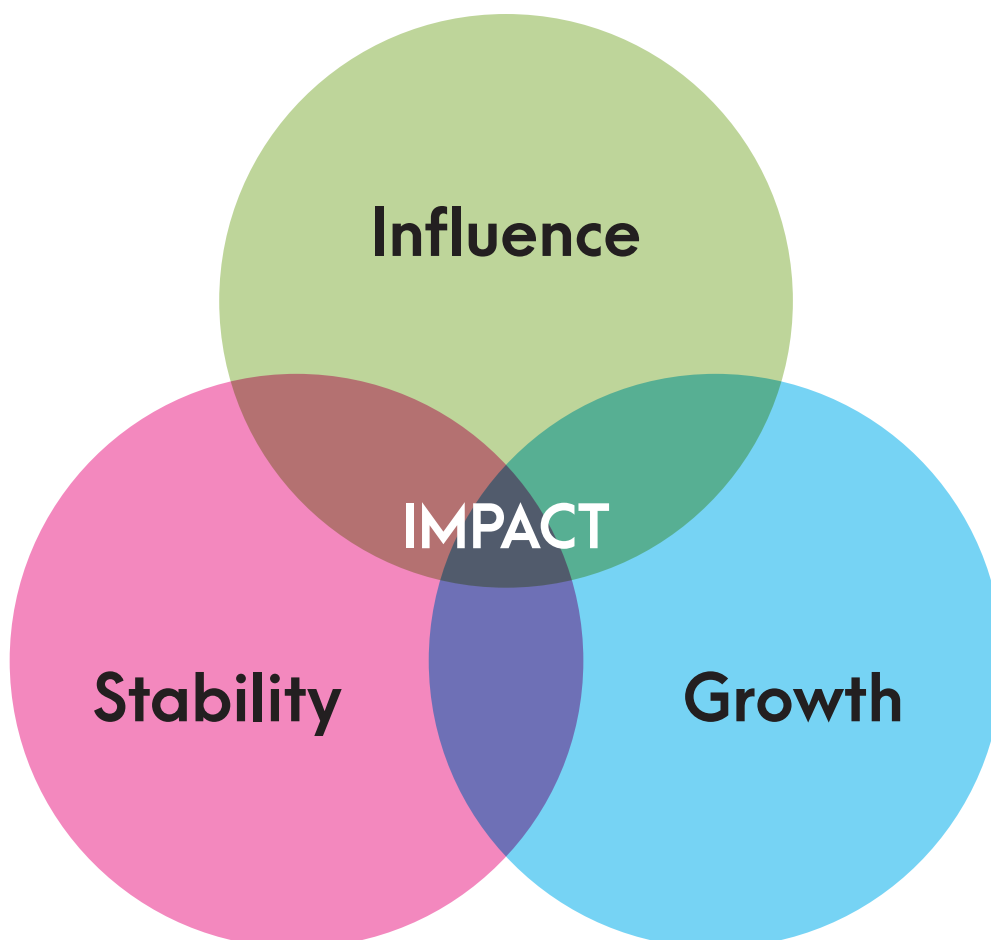
To broaden the range of partners that we work with, including local schools, businesses, organisations and charities. And reach out to the wider public to communicate the impact of our charitable work.

## Stability

To secure the future by ensuring that we have a financially stable and diversified funding stream in order to continue to do the good work we do through the Glasshouse Academy and Buds programmes.

## Growth

To measure the impact each site and each activity has on the community and to investigate opportunities to protect, maintain and develop sites in or near Bath.



## > Our Purpose

**Our mission is 'providing opportunities for our community to lead healthy, active and happy lives'.**

**Being financially sustainable is key to our purpose, and we will provide enduring opportunities for future generations.**

**We have relationships with schools, clubs, organisations, partners, pupils, parents and other charities throughout the community of Bath and surrounding areas.**

## > Our Values

**We are committed to doing good.**

Being part of the community and helping people lead a better lifestyle through recreation.  
To make a difference.

**Compassionate and family first.**

Being empathetic and putting ourselves in the shoes of the community.  
A 'family' approach to our network.

**Positive and enthusiastic.**

Being the best of what we can achieve, maintaining a belief that we can change a situation into something better.

## > What We Do

The premise for anything that we do needs to answer the question, is it nurturing positive lifestyles, or can it contribute to Bath Recreation sustainably providing opportunities for the community to lead healthy, active and happy lives.

Nurturing Positive Lifestyles is broad in its overall impact, it's about supporting, stimulating and developing communities and how they use our recreational facilities to become more positive in their outlook and in their lives.

Many of the activities and the impact we have support all age groups, although the Glasshouse Academy programmes do focus on future generations, as Bath Recreation can have a longer-term impact on their lives.

The key programmes that deliver on nurturing positive lifestyles are the Glasshouse Academy and Buds programmes. However, there are other key areas such as events and grounds maintenance that impact people's recreational lives.

# › The Glasshouse Academy Buds Programme



The programme provides children with the best opportunities to contribute to their communities for generations to come.

## › Buds Programme

Fundamental Movement Skills are taught in six schools for ages 4 to 7 years old, the skills are basic movements traditionally associated with physical activity.

The six schools in Bath are: Twerton Infants, St Michael's Junior Church School, St Martin's, St Andrew's, Roundhill Primary and Oldfield Park Juniors.

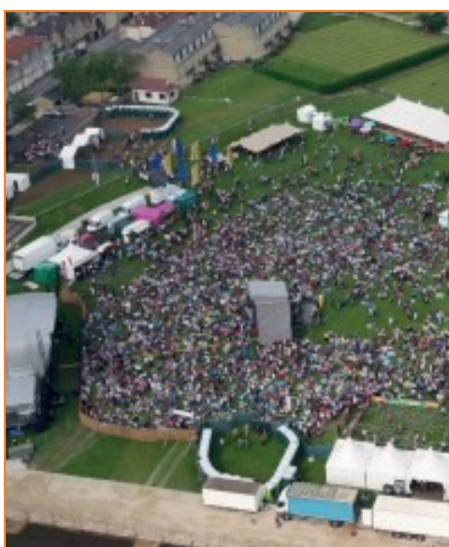
## › Academy Programme

The programme has completed its first year with two streams of children in Years 5 and 6.

A new cohort was selected by the teachers in six different primary schools who joined the programme in September 2022. The programme now supports Years 5, 6 and 7, and is designed to provide fun and enjoyment in a safe environment, with a focus on empathy, communication and teamwork. This programme will continue to grow year on year until a full programme is in place covering Year 5 to 13.

## › Grounds

Bath Recreation currently manages three grounds, the Rec, The Glasshouse and Broadmoor Lane Orchard and Play Park. We seek to utilise these grounds to **Nurture Positive Lifestyles**.



**The Recreation Ground**  
Home to Bath Rugby and  
Bath Croquet Club



**The Glasshouse Academy Grounds**  
Home to Bear Flat and  
Combe Down cricket clubs



**Broadmoor Lane Orchard  
and Play Park**

# › General Manager Bath Recreation Activity

- › **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

# ➤ 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](mailto: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](mailto: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.





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[www.bathrec.co.uk](http://www.bathrec.co.uk)



Bath Recreation Limited, a charitable company limited by guarantee, registered in England and Wales with a company number 10735297 and registered charity number 1173521.

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