

Job Profile and Specification



Job Profile	
Job Title:	Temporary Full-time Duty Manager
Location:	Fife Wide Base: Carnegie Leisure Centre
Reference:	FSLT00354
Responsible To:	Area Leisure Manager
Salary:	FC6: £24,309 - ££27,3132
Closing Date:	TBA
Interview Date:	TBA
Job Purpose:	To assist the Area Leisure Manager with the efficient and effective management of a designated Sport and Leisure Centre.
Responsibilities Include:	1 The day to day management of centre staff including the deployment, attendance management and the development of employees
	2 Taking necessary action to ensure the centre is presentable to meet customer needs and quality of service in respect of cleanliness and health and safety
	3 Contribute towards the development of the centre programme and ensure that the publicity and notice boards "sell" the centres activities
Other Duties:	The Jobholder may be required to perform duties appropriate to the job, other than those given in the job profile. The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not, therefore, justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile
Hours:	36 hours per week. Shift Pattern applies: evening and weekend work may be required. A flexible approach to working hours is required.
Additional Information:	This post is temporary for a period of up to one year. This post may be terminated earlier with 4 weeks' notice given
Appointment Conditions:	<ul style="list-style-type: none"> • Eligibility to work in the UK • Qualifications relevant to the post • 2 References • Pre-employment Health Screening • Criminal Convictions Self Declaration form • Driving licence (if applicable) • Disclosure/PVG (if applicable)

Personal Specification			
Attributes	Essential	Desirable	Method of Assessment
Experience	Moderate experience in the leisure industry Cash handling experience	Supervisory experience in the leisure industry	Interview References
Education, Qualification and Training	Introductory Diploma in Management (or working towards) or an equivalent management qualification Continuous development Valid First Aid at Work certificate	Leisure Management Qualification Valid pool plant operators certificate Child protection training	Interview & certificates
Skills, Abilities and Knowledge (general)	Ability to plan ahead and set objectives Give and obtain feedback Customer Services focused Strong leadership skills	Knowledge of quality awards Computer and keyboard skills Experience in managing and conflict Report and	Interview References
Interpersonal and social skills	Good communication skills in all formats Ability to negotiate, motivate and manage staff Experience of dealing with customer Positive attitude	Experience of dealing with user groups Experience of Chairing and participating at meetings	Interview References
Health and Physical Attributes	Ability to carry out the duties of the post effectively		Interview References Pre-employment health screening