**JOB DESCRIPTION**

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| **JOB TITLE:** | Community Sports Hall (CSH) Manager |
| **RESPONSIBLE TO:** | Altrincham Football Club (AFC) Community Sports Trust Board of Directors |
| **LOCATION:** | Altrincham FC Community Sports Hall |
| **SALARY AND BENEFITS:** | Full time, pension, free entrance to AFC home matches, circa £20,000 |
| **CONTRACT TERMS:** | Permanent, Mon-Fri, 35 hours weekly, generally 9:00-5:00 however with one evening shift each week, and occasional other variations. |
| **OVERVIEW OF ROLE:** | Deliver Community Co. business plan for CSH. Be the responsible person and oversee all activities both internally and external. |
| **MAIN RESPONSIBILITIES:** | * Manage staff and external suppliers who will report directly to you * Administrative duties for community activities, including: bookings, registers, filing systems, user group changovers. * Process staff timesheets and wages on a monthly basis * Assist recruitment, appraisals and staff training * Support the marketing of the community activities and achievement of the business plan * Responsible for Health & Safety regulations and relevant staff training * Banking and general finance on daily basis * Budget control and assist with grant applications * First point of contact in the management/administration of the CSH for Club officials/volunteers, key CSH users, general users and wider stakeholders e.g. local residents, Trafford Council * Market the CSH through liaison with local sports clubs and organisations * Assist the Club in the periodic use of the CSH for Club fundraising events and the match day use of the CSH for supporters * Responsible for external cleaning team * Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables. Assist in invoicing, receivables and accounts preparation. Report progress against business plan * Liaise with equipment and other suppliers and sponsors * Oversee CSH facility maintenance and improvement plan * Be prepared to “get hands dirty” on exceptional basis when required, e.g helping with the reception, facility opening and lock-up. * Overseeing DofE programme * Adhere to the ‘Staff Handbook’ and comply with Health & Safety policies, other relevant job related regulations |