



Elite & Community Basketball Centre, May 2014 Job Description

Job Title:	Centre Manager
Contract:	Permanent, Full Time
Hours:	40 hours
Salary:	c £35,000
Responsible to:	Board of Trustees, Executive Chairperson.

Job Purpose

The Centre Manager will:

- Undertake the management of the day-to day operations of Amaechi Basketball Centre and the Club.
- Contribute to the overall strategic direction and development of the organisation.
- Work closely with the Board to ensure that the policies, procedures, activities and services of ABC support its strategy and business plan.

Main Duties and Responsibilities

- To work within the Club principles and philosophy at all times and to liaise with the Board of Trustees as required.
- To play a lead role in the organisation, development and sustainability of ABC and its associated activities.
- To be responsible for the management and development of the full-time staff (currently, total of 4).
- To be responsible for chairing regular team meetings and individual meetings with staff.
- To liaise with our current main partners, Manchester City Council and the University of Salford, and to oversee any new partnerships we form.
- To promote and oversee our pool of volunteers.
- To oversee the development of all Community basketball, including Centre Leagues and Camps.
- To oversee all School/Club links.
- To support the major Events programme – currently 3 major events annually, one International and 2 National (in conjunction with England Basketball).
- To oversee the promotion of Senior Magic and Mystics Division 1 games.
- To oversee the correct functioning of all Club residences, examining and updating processes and procedures as necessary.
- To oversee the maintenance and upkeep of ABC.
- To work flexible hours reflected in the nature of a community sports centre. Some occasional weekend and evening work will be necessary.
- To produce management information reports and risk assessments.
- To produce and implement a communication strategy, including developing our social media presence.
- To oversee Child Protection and Health and Safety policy.



Person Specification

It is important that **in your application** you address the criteria as set out in the person specification. These criteria will be explored further at the next stage with those who are invited to interview.

Preferred Criteria

It is important that candidates can satisfy as many of the criteria below as possible but it is not **essential** that **all** criteria are met.

- Demonstrable experience of initiating and managing change within an organisation.
- Evidence of previous work experience in a sports related environment.
- A skilled manager and leader, with proven experience of managing and developing staff.
- Experience of implementing and modernising work systems, processes and procedures.
- Demonstrable experience of integrating new technology into modern organisational processes and systems.
- Experience in liaising with National or Regional sporting clubs, National Governing Bodies or other organisations.
- Proven experience in strategic leadership and operational management.
- Proven ability to network and build effective relationships both internally and externally.
- Ability to act as a role model to staff and volunteers and an ambassador for the Centre.
- Commitment to ABC vision and model behaviour, which supports the organisation's values and promotes its philosophy and principles.
- Ability to effectively communicate at all levels.
- Ability to work on own initiative or part of a team.
- Flexible approach to working hours, including willingness to work evenings and weekends when required.

Equality and Diversity

ABC is committed to champion equality and diversity in all aspects of employment and the services that it provides. All employees are expected to understand and promote the ABC Equal Opportunities Policy in the course of their work.

Additional Information

Terms of Appointment

The appointment will be made by a panel of the Board members. This is a permanent, full-time appointment subject to the satisfactory completion of the probationary period.

Probationary Period

The appointment will be subject to a six month probationary period.

Annual Leave

Annual leave is 25 days. There are winter tournaments and summer camps and other projects that run throughout the year, so holidays must be booked with consideration to special events.

**Location**

Amaechi Basketball Centre, Manchester, United Kingdom. M16 8GW

www.amaechibasketballcentre.com

Indicative Timetable

Appointment of Centre Manager

- Closing date: Friday 30 May 2014.
- Interviews: as soon as possible and convenient after the closing date.

How to apply

If you are interested in applying for this role please apply via the following email:

j.forber@amaechibasketballcentre.com

Please ensure you provide the following in your application:

- A supporting statement. Please read the person specification carefully and highlight how, from your current and previous roles and experience, you meet the criteria set out in the person specification.
- A short introductory statement demonstrating your motivation for this role.
- Details of two referees, one of whom should be your current or most recent employer, and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.
- A comprehensive CV including details of your achievements in each role.

All applications will be acknowledged.

The closing date for applications for this role is 30 May 2014.