FLAIR GYMNASTICS
WWW.FLAIRGYMNASTICSCLUB.CO.UK
NURTURING PASSION FOR EXCELLENCE TOGETHER

ROLE TITLE: **CLUB MANAGER**
REPORTS TO: **Club Director**
ANNUAL SALARY: **£32,000**
HOURS: **35hrs per week (requiring evenings & weekends)**
CONTRACT: **3-Year initial fixed term; potential to become permanent**

ROLE DESCRIPTION:
Flair Gymnastics is seeking an ambitious Club Manager to play a central role in the operation of our club and its large & growing team and help unlock our potential by supporting the development of a top-class home for gymnastics in Glasgow.

This post will manage the day-to-day operational duties of the club, support the administrative side of employing a large coaching team, as well as the effective planning & communication required in delivering a successful annual calendar of events and activities for all our members.

This will give the club the organisational support and stability needed to ensure we are able to deliver the best gymnastics experience in Glasgow, alongside a focused drive towards securing, setting up and running a top-class facility for the club to meet the huge demand for our sport, and support passionate young people to discover their potential at every age & level.

ROLE PURPOSE:
- Provide an exceptionally safe, professional & well-run sports environment
- Operate and improve the club's current facility to maximise its capacity
- Administer the club's staff rota, annual leave, cover and employment contracts
- Improve, update and maintain all operating policies and procedures for the club
- Manage all communication channels effectively for both staff and members
- Liaise with landlords, agents, funders & local authorities to secure additional space for the club to develop into a top-class gymnastics venue
- Develop additional income streams for the club's long-term financial security
- Ensure the club’s finances are secure and used effectively to develop its ambitions

ESSENTIAL EXPERIENCE & SKILLS:
- Strong team management experience or relevant leadership roles
- Evidence of successful project management and excellent planning capability
- Highly fluent in all major computing & IT formats
- Ability to work flexibly to fulfil the needs of the club
- PVG & Safeguarding training via Scottish Gymnastics (to be arranged when appointed)

USEFUL EXPERIENCE & SKILLS:
- Business, Project, or Event Management qualifications or experience
- Knowledge or experience in HR sector
- Experience in the Charities sector – in particular for funding
- Marketing experience including social media & websites
- Current knowledge of gymnastics – pathways, equipment, key challenges, etc.

MAIN TASKS:

- Day-to-day management of our club environment, ensuring all operational procedures are set out and followed appropriately
- Maintain a high-standard gym – ensure cleaning & maintenance are regularly carried out
- Actively maintain the team rota, including any required contract updates & changes
- Ensure payroll data is accurately recorded, including sickness, cover shifts & annual leave
- Use the club's communication channels to keep all members & staff regularly informed about club events & activities
- Plan for, manage, promote & support the club's facility development project and pursue more opportunities to advance our growth and improvement
- Find, research and apply to relevant organisations & funders to support the club
- Work with partnership organisations to further gymnastics opportunities & community links
- Assist with organising & running club events and activities as part of our annual calendar
- Be a key point of contact within the club and direct communication effectively
- Support all staff & coaches to perform to the best of their ability in their roles
- Arrange our annual independent examination & submission to OSCR
- Attend Trustee meetings and report on club progress

NOTE: The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements that the successful candidate may be required to perform from time to time, in consultation with the Club Director & Board of Trustees.