

## **Centre Operations Manager**

**Full-time position (39 hours per week)**

Up to £26,000 per annum

We have a vacancy for a Centre Operations Manager at Edenbridge Leisure Centre. The postholder will report direct to the Centre Manager and will be supported by three Duty Managers and a team of Leisure Attendants.

The post holder will be responsible for the management of all operational aspects of the Leisure Centre so as to ensure a high standard of service is delivered at all times. The role will involve strong leadership across the whole operation team in order to deliver key objectives and to ensure a quality service delivery. You will be required to provide support to the Centre Manager and deputise where appropriate.

Our successful candidate will be someone who can lead, direct, mentor and motivate the operational team and provide information, instruction, induction and training to operational staff to ensure that they fulfil their roles in an efficient and safe manner. You will be responsible for opening and closing facilities when required and will act as keyholder for the centre on an emergency call out rota. In addition you will control and manage events and incidents such as accidents and emergencies and undertake follow up investigations as required. You will be required to maintain a high profile throughout the facility and respond positively to customer needs, expectations and comments.

It is essential that you have experience of working in Leisure Management along with experience of controlling/managing budgets. In addition you must have a full commitment to Customer Care, the ability to cope under pressure, experience of supervising staff, excellent communication skills both written and oral, and the ability to meet deadlines and drive targets. Knowledge of Health and Safety Legislation and experience of handling/reconciling money are also essential requirements together with a good level of IT literacy.

You are asked to submit an up-to-date CV with covering letter explaining how you meet the criteria for this post to Danny Gray Centre Manager – <mailto:danny.gray@sencio.org.uk>

Closing date: Monday 6 February 2023

***Sencio Community Leisure is committed to being an Equal Opportunities Employer.***

### **Sevenoaks Leisure Centre**

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