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## JOB DESCRIPTION

### Club Manager

**Responsible to:** Management Committee through the Chair of Trustees

**Responsible for:** All staff and operations

#### Job Purpose Statement:

To lead and take overall responsibility, on behalf of the Management Committee, for the success and operations of Islington Boat Club. Key areas include:

- Providing leadership and management of the staff team, and monitoring budgets and resources;
- Ensuring that all policies and procedures are up-to-date and followed by staff, users and other partners using the Club's facilities; and
- Creating and maintaining strategic relationships with key partners.

<b>JOB DESCRIPTION</b>	
1.	Provide leadership, oversight and take overall responsibility for the Club's operations. This includes day-to-day management of the staff, resources and budgets.
2.	Ensure that the programmes and activities of the Club, both on and off site, meet the educational, recreational, social and individual developmental needs of young people or the relevant participants and align to funder requirements.
3.	Work with staff to ensure the effective planning and delivery of the activities and programmes. Ensure monitoring is completed in a timely fashion.
4.	Conduct regular staff meetings to engage staff, encourage open communication and create a positive working environment.
5.	Provide regular supervisory sessions with staff, including 1:1 meetings and annual appraisals. Ensure that staff are properly trained, hold the necessary qualifications, and have guidance on professional development as appropriate.

6.	Play an integral role in fundraising to prioritize needs, and help ensure that the funds raised are appropriate for the delivery of effective and high quality services.
7.	Be the key manager for safeguarding and Health and Safety, and the person primarily responsible for the Club's policies and procedures. This includes ensuring that the Club has in place all policies and procedures, and insurance as required and they are regularly reviewed.
8.	Develop and maintain strategic relationships with partners.
9.	Research and implement, where appropriate, methods for income generation.
10.	Oversee marketing and PR of the Club, including the website and social media, to promote the Club in a positive fashion.
9.	Provide regular reports to the Management committee on activity levels, staffing, and any concerns or opportunities.
10.	To actively promote equality of opportunity, challenging inequalities that exist or arise through the work of the Club to encourage participation by all members of the community.
11.	To undertake any other duties requested by the Management Committee which are commensurate with the role and responsibility of this post.

### **Qualifications:**

- Experienced manager of staff and activities in a community centre, preferably with a strong background in youth services.
- Strong working knowledge of Health and Safety and Safeguarding policies.
- Demonstrated team leadership.
- Strong organisational skills.
- Computer literate.
- Preferably holds relevant water sport qualifications.