Job Specification
Coolmine Community School
Sports Complex Manager

The Manager will be responsible for the overall management, direction and development of the Sports Complex reporting to the Sports Complex Committee of the Complex and ultimately to the Coolmine Community School Board of Management.

The Manager will be required to run the Complex as a commercial entity while prioritising the needs of the students of Coolmine Community School. This will entail the production of a positive annual budget with monthly financial reports measured against the budget, which is then presented to the Sports Complex Committee. The manager will adhere at all times to the FSSU guidelines.

The Manager will lead the staff, promoting a harmonius working environment that is supportive of hardworking, creative and forward thinking staff. The Manager will manage the current staff – 8 full time, 32 part time - in the Complex which is presently open 90 hours per 7-day week, ensure that all staff are flexible, multi skilled and continuously updated and upgraded to deal with the mix of 25 metre pool, sports hall, full gym, bodytone facility and astro turf pitches which form the essential elements of the Complex. The entire staff team will be led in terms of all Child Protection, Health and Safety and other related regulation issues from time of induction as one would expect of a first-class facility.

The Manager will lead the marketing of the Complex to current and prospective clients including clubs, schools, local associations and individuals, casual and annual members and event promoters. The Manager will generate team support of all staff in ensuring a positive experience with all Complex users at all times and welcome staff and client suggestions and recommendations for ongoing improvements. Targets for usage and footfall will be regularly and continuously reviewed against actual achievements and remedial action taken if or as required.

The Manager will be responsible for the ongoing updating and upkeep of the premises and facilities. A forward facilities programme will need to be part of a rolling 3-year plan for all elements of the Complex offerings.

As the Complex is a financial stand-alone unit, the Manager will need to be experienced and capable of leading and controlling the entity on a sound financial basis. Being conscious of competition with the Complex's various facility offerings the Manager will have a strong relationship with the Complex's current and future users thereby ensuring that the Complex remains competitive, attractive and financially viable in overall terms.

The Manager will have excellent communication skills, knowledge and experience dealing with varied H.R. issues and a proven team leader.