



Wirksworth Swimming Pool

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JOB DESCRIPTION

Post Title: Pool Manager
25 hours per week

Grade/Salary: £23,679 p.a. pro rata
£16,000p.a. actual

Base: Wirksworth, Derbyshire

Responsible to: Wirksworth Swimming Pool Board of trustees

Probation: 6 Months

Post Objective: To provide a quality experience of swimming and other water based activities for all users of the Wirksworth Swimming Pool.

Specific Responsibilities

Management

1. To draw up and implement a pool timetable which meets the needs of the community and maximises pool usage. To be responsible for the day to day delivery of the swimming programme including the production of staffing rotas.
2. To be responsible for maintaining the quality of the swimming teaching and ensuring the pool has the appropriately qualified staff required to deliver its programme.
3. To ensure that the Pool operates in accordance with the Wirksworth Swimming Pool's Policies relating to Customer Care and Equalities and best practice in pool management.
4. To be responsible for the provision of accurate and timely reports to the Board of Trustees including finance reports against budget and other finance reports required by the Treasurer.

Development

5. To work with the Wirksworth Swimming Pool Board of Trustees to agree a development plan for the pool. To contribute to the implement the development plan.
6. To be involved in regular Pool user consultations and to use the results to shape the pool development plan.
7. To work with the trustees to raise the profile of the pool, to reach new users and to open up new markets for the pool.
8. To work with the Wirksworth Swimming Pool Board of Trustees to agree a fundraising plan. To make funding applications to potential funders. To organise and take part in fundraising activities.

Staff & Volunteers

9. To line manage all teaching staff and volunteers engaged in the operation of the pool in line with best practice including identifying and addressing any support and development issues.
10. To organise and ensure regular staff training takes place so that staff remain completely familiar with the rescue and emergency procedures and the use of all safety equipment.
11. To undertake regular training of newly recruited staff in order that they may obtain the necessary qualifications and to maintain records of all training and qualifications held.
12. In conjunction with the Wirksworth Swimming Pool board of Trustees to devise and implement a volunteer recruitment and training programme.

Health & safety

13. To comply with the Health and Safety at Work Act 1974 and operate within the company health and safety regulations at all times. To ensure compliance with staff members and visitors to the pool.
14. To ensure the pool facilities are properly maintained and managed.

Communication

15. To contribute to the development of a pool marketing and communications plan which is community focused.
16. To ensure that all queries and complaints from members of the public are dealt with promptly and in a polite and professional manner.

17. To develop a positive relationship between the pool staff and volunteers and the community of Wirksworth.

Other Duties

18. To undertake swimming/aquafit instruction and life guarding duties when required.

19. To report to the Wirksworth Swimming Pool Board of Trustees trust with progress reports against agreed key performance indicators. To bring to the attention of the trustees any developments which they need to take into account when setting the strategic direction for the Pool.

20. To operate in line with Equal Opportunities specifically adhering to the Race Relations Act 1976, the Sex Discrimination Act 1995, the disability Discrimination Act 1995, the Rehabilitation of Offenders 1974, the Sexual Orientation Act 2003, the Religious Belief Act 2003, the Equal Pay Act 1970, and the working Time Regulations 1998

Person Specification:

Criteria	Method of assessment	Essential = E Desirable = D
A minimum of two years experience of managing staff and / or volunteers.	AF/I	E
Significant experience of managing a swimming pool at a senior level	AF/I	E
Experience of managing own workload and acting on own initiative on a regular basis over a prolonged period of time.	AF/I	D
Methodical approach to work and good organisational ability including the ability to manage rotas.	AF/I	E
Ability to work to tight deadlines and to prioritise workload	AF/I	E
Good organisational skills including proficient use of email and Microsoft Office, including Word and Excel	AF/I	E
Excellent customer relations experience – ability to deal confidently	AF/I	E

and politely with a wide range of people.		
Level two swimming qualification and a minimum of 5 years experience of leading and managing a team of swimming staff.	AF/I	E
Excellent written and verbal communication skills and experience. Ability to produce clear reports.	AF/I	E
Pool plant operators license and experience of managing pool plant.	AF/I	D
Commitment to equal opportunities.	AF/I	E
You will be required to declare any previous criminal convictions and an enhanced CRB disclosure will be carried out.	Enhanced disclosure	E

Key: AF = Application Form, I = Interview