



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Bodington Sports Facilities Manager, Facilities Directorate



Salary: Grade 5 (£22,214 - £25,728 p.a.)

Reference: FDCCS1127

Closing date: 8 October 2017

Bodington Sports Facilities Manager

Sport and Physical Activity, Facilities Directorate

Are you customer focused and dedicated to providing an excellent service? Do you have excellent management, leadership and organisation skills with the ability to plan and prioritise work effectively?

The University of Leeds has recently made a significant investment into its sporting facilities with a £5.2 million investment at our Bodington Playing Fields site. This included the construction of the new Brownlee Centre and a 1.6km closed loop road cycle circuit. Other recent projects have included a new FIFA quality and World 22 standard 3G pitch and an international standard water based hockey pitch.

You will be responsible for providing, a safe welcoming facility, that delivers excellent customer service, through managing the facility and leading a team of staff. You will have previous experience of managing a facility, within a customer facing environment and a commitment to high standards of customer service. You will be proven manager with excellent team work and communication skills.

This full time role will include the requirement for you to work early mornings, evenings, weekends, University closure days and Bank holidays.

What does the role entail?

As a Bodington Sports Facilities Manager your main duties will include:

- Supervising all staff working within the Bodington Operations Team ensuring that appropriate standards of performance are maintained, and managing resources and income at the Bodington Playing Fields Complex ensuring that relevant procedures are adhered to;
- Ensuring that the needs of the customer are met at all times and that all staff provide excellent customer care;
- Ensuring appropriate maintenance, security and cleaning of the Bodington Playing Fields Complex, liaising with Estate Services as required;
- Monitoring bookings for sports facilities and customer feedback, reporting any issues to the Operations Manager as required and implementing strategies to improve customer satisfaction;



- Ensuring the University Food Safety Policy, and Health & Safety Policy are adhered to by your team and other persons at all times;
- Being the nominated person acting on behalf of the Licensee of the facilities Café/Bar, carrying out bar duties as required;
- Working flexibly, proving cover for colleagues during periods of absence and attending meetings, forums and working groups as required;
- Supporting the Operations Manager in attaining and maintaining desired quality accreditation standards;
- Working with the Operations Manager to deliver a programme of cycling activity that responds to the needs of key stakeholder groups, acting as the first point of contact for stakeholders interested in using the cycle circuit and leading a team of Activators to deliver specific parts of our cycle development programme;
- Working with the Operations Manager and Assistant Head of Sport (Operations) in reviewing business development opportunities for increasing usage at Boddington Cycle Circuit and playing fields;
- Working with the Operations Manager, Marketing and Communications and Sustainability to effectively market and promote, monitor and evaluate the cycle development programme, and promote links with British Cycling, Triathlon Leeds and the Triathlon Centre.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Boddington Sports Facilities Manager you will have:

- Experience of managing a sports/leisure complex in a customer-facing environment, with a commitment to providing excellent customer care;
- Experience of supervising staff with proven ability to motivate and influence others;
- Excellent communication skills, with the ability to persuade, negotiate and influence others and the ability to build effective working relationships;
- Excellent organisational skills, with the ability to work under limited supervision and also within a team;



- Excellent numeracy and literacy skills with a high level of accuracy and attention to detail;
- Excellent IT skills with experience of using Microsoft Word;
- A Personal Licence (or willingness to complete within 3 months);
- A Level 2 Food Hygiene Certificate (or willingness to complete within 3 months) and knowledge of food hygiene and Food Safety legislation;
- A current First Aid qualification (or willingness to complete within 3 months);
- An ability to demonstrate behaviours in line with University and Commercial and Campus Support Services 'values.

You may also have:

- Experience of working in a catering and/or bar environment;
- Experience of working within the running/cycling sports industry.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Gawaine Mackenzie-Hogg, Operations Manager – Outdoor Sports Facilities

Tel: +44 (0)113 274 5852

Email: g.d.hogg@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.

