

Operations Manager – Southampton Gymnastics Club

Southampton Gymnastics Club
Southampton SO16

Part-time

Job details

Job type

Part-time

Full Job Description

Operations Manager

Vacancy at Southampton Gymnastics Club

Hours of Work 25 hours per week

Salary: £21,500

Application by 5th May 2023 Start Date: immediate start available.

Southampton Gymnastics Club has a long and illustrious history of delivering quality gymnastics experiences within the City of Southampton for over five decades. Uniquely within Southampton City, the club believes in offering opportunities for all levels of the sport: Pre-School, Recreational, Freestyle, Tumbling & Acrobatics. The club's main centre is a purpose-built facility for gymnastics and we also work within venue across Southampton and surrounding areas.

What we are looking for:

We are looking for an enthusiastic, professional and experienced Operations Manager to join our Team.

This person needs to be able to correspond with the team of coaches, office team, and work closely with the Management Committee and Director of Coaching to ensure the smooth running of the club.

The Role

The main responsibilities of the role are:

- Strategic planning and club management
- Line Management of office staff
- Financial management – payroll prep, invoicing, payments, fee/wage planning
- Financial tasks – budgeting, Xero, reporting, producing financial forecasts
- Addressing audit requirements
- Support with welfare (where required)
- Support in event planning
- HR and support for contracted staff
- Facility Management
- Website / social media
- Supporting with club policies and procedures

The Person

- Excellent communicator with coaches, parents and children.
- Energetic, motivated, reliable, and able to work independently, have initiative, have a mature attitude and be a team player
- Flexibility and strong interpersonal skills are essential
- Knowledge and experience in using Microsoft office
- You must have the legal right to work in the UK
- An enhanced DBS check would need to be completed for the successful candidate
- Completion of a safeguarding course following commencement of employment required

To apply for this position please email your CV along with a cover letter

Job Type: Part-time

Salary: £21,500 per year

Benefits:

- On-site parking
- Sick pay

Schedule:

- 4 days per week, some evening and weekend work may be required depending upon the demands of the club
- To be available one evening per month for management committee meetings (either in person at the gym or via Zoom)
- Assistance at competitions on weekends from time to time (with time off in lieu provided where this occurs)

Ability to commute/relocate:

- Southampton, SO16 9AR: reliably commute or plan to relocate before starting work (required)

Experience:

- Experience as an Operations Manager in the leisure sector preferred but not essential

Please email CV and covering letter to Abby Ridge at abby@sotongym.co.uk

Abby Ridge

Southampton Gym Club

02380 529952

abby@sotongym.co.uk