

Job Specification



Job Title: Coordinator Sport, Leisure & Community Services

Entity: TidNBul Garrison, Aspire Defence Services Limited

Location: Tidworth Leisure Centre (TLC)

Reports to: Sport & Leisure Manager

Key Purpose of the Role:

- Receipt of all bookings for Sport, Leisure & Community facilities and the co-ordination of all administrative and financial requirements as a result of reservations made for all Tidworth Leisure Centre sports facilities including the Tidworth Oval; Astroturf Pitch; Bulford Swimming Pool; Garrison Cricket Ground and all other Garrison seasonal Rugby, Soccer, Hockey and Tennis court pitches in conjunction with the grounds maintenance and domestic cleaning staff in accordance with Partnership Agreements and contractual liabilities.
- The supervision of the Sports and Leisure manager's TLC office dealing with all mail, filing, telephone calls, fax messages, collation of the office IT admin database and word processing of letters and instructions by the Sports and Leisure manager.
- To supervise pool Lifeguards in respect of rotas, leave and sickness cover.

QHSE Responsibilities:

General:

- Ensure that in all areas of personal responsibility adopt and utilise ADSL QHSE policies, procedures and safe working practice
- Not to interfere or misuse anything provided in the interests of Health & Safety or protection of the environment
- Report all Health & Safety defects, near misses, dangerous occurrences and spillages to the Aspire Helpdesk
- Take all reasonable precautions to ensure the Health & Safety of individual employee, other ADSL employees, customers and members of the public are not affected by their activities

Role Specific:

Key Responsibilities:

- Coordinate the collation and retention of the weekly reports of inspection of Fire Extinguishers; Fire Alarm Tests and Playground Equipment inspections in the TLC.
- To co-ordinate and collate all bids for all TLC and Garrison sports venues in conjunction with the Grounds Maintenance Contractor and in accordance with the TLC Partnership Agreement.
- To ensure a daily detailed record of all sports venue bookings are passed to grounds maintenance and the Sport and Leisure

Manager.

- To conduct building checks for the TLC and report any defects or equipment failure.
- To issue, collate and maintain the database of Recreational Facilities Licences in support of the Sports and Leisure Manager
- Supervision of the TLC fax and photocopy machine ensuring a supply of paper and ink cartridges.
- To ensure the provision of all stationery and administrative items of re-supply for the Sports and Leisure Manager's office.
- To collate and maintain all detailed statistical information in the form of an IT database required for management purposes in support of the Sports and Leisure Manager's reports to the TLC Management Board incorporating all TLC and Garrison sport venue usage; TLC customer throughout both military and civilian use.
- To collate, report and monitor all remedial maintenance requests for the Sport, Leisure and Community Department to the Aspire Helpdesk
- To maintain all unit staff and social list/telephone details, ensuring amendments are promulgated on a regular basis.
- To make and answer telephone calls on behalf of the Sports and Leisure Manager.
- To maintain and control internal publications, ensuring amendments are inserted promptly.
- To liaise with other departments within the TLC to ensure a smooth flow of routine information on behalf of the Sports and Leisure Manager.
- To cover for Lifeguards in the event of sickness, to ensure contractual compliance.
- Any other requests as may reasonably be requested by the Sports and Leisure manager.

Role Requirements:

Qualifications:

- GCSE English Language and Maths
- Royal Life Saving Society National Pool Lifeguard Qualification (Training can be provided)

Skills:

- Excellent interpersonal and communication skills [both verbal and written].
- Evidence of being able to manage demanding clients and customers.
- Proven ability to prioritise tasks, pay attention to detail and work proactively.
- Ability to act in a professional manner and with absolute discretion.
- Commercially aware with good negotiating skills.
- Ability to take and produce detailed minutes for managerial meetings
- IOSH Working Safely*
- ADSL QHSE Toolbox Talks*

- Fire (Use of Extinguishers)*
- ADSL Environmental Toolbox Talks*
- Energy Warden*

Experience:

- Experience and working knowledge of all Microsoft Office packages
- Experience in supervising and motivating staff.

*Training Qualification Requirement