

ACTIVITY MANAGER

Job Description

SALARY – £18,000 per annum pro rata

CONTRACT LENGTH – Full time, following 6-month probationary period

LOCATION – Bartley SC, Birmingham

START DATE – April 2018

Rockley is looking to employ an experienced RYA Senior Dinghy Instructor to take on the **Activity Manager** role at our new centre at Bartley Sailing Club, Birmingham.

The Activity Manager's role is to support the Centre Manager and manage all activities at the centre. They are also responsible for the running of the centre in the absence of the Centre Manager.

Tasked with assisting with the establishment and development of a high quality outdoor training centre at Bartley Sailing Club aimed at club members, individual visitors, schools and groups.

Overview

Responsible to the Centre Manager.

- The Activity manager is ultimately responsible for the smooth running of all training provision at Bartley SC, from first point of contact to post visit, leading to happy, safe clients who want to return regularly
- Providing professional leadership to the Centre team
- Ensuring that Rockley at Bartley Sailing Club presents itself in a suitable light to all visitors, club members and the local community

Anticipated Working Pattern

Low Season – based on 35 hours – (to include weekends)

High Season – based on 42 hours / 6 days per week – (to include weekends)

Responsibilities include, but are not limited to:

- Ensuring the highest quality of activity provision with learning goals adapted and met for each student
- The organisation of the activity staff – including rotas / activity programmes
- Ensure that standards set out by Rockley Watersports are met at all times in line with the Standard Operating Procedures and Local Operating Procedures
- Team Induction, Development, Training & day to day management
- Boat maintenance programme
- Being the on-water Senior Instructor daily
- Supervising the running of RYA courses and assisting in the running of courses as and when required

Requirements

You will need to be hard working, motivated and friendly. Excellent customer service skills are essential along with the ability to be flexible and professional at all times with both customers and staff.

You should have prior management / supervisory experience working in an activity centre and be able to demonstrate the ability to work successfully without direct supervision.

Successful candidates should hold a minimum of

- RYA Senior Dinghy Instructor

Plus, ideally one or more of the following

- UKCC Level 1
- RYA Start Windsurfing Instructor
- RYA Powerboat Instructor
- RYA Dinghy Instructor Endorsements
- CWA
- BSUPA Instructor or equivalent

For more information or to apply please contact Kat Sargent, Rockley Watersports HR Manager, on 01202 677272 or KatSargent@rockley.org