# Hosting Proforma

Causeway Coast and Glens Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Ciara McCloskey

Name

Organisation/

ODHR

Department

66 Portstewart Road

Coleraine

Co. Londonderry

BT52 1EY

Address

Telephone Fax number

028 7034 7035

Number

Ciara.mccloskey@causewaycoastandglens.gov.uk

E-mail

Type of Opportunity

Secondment Opportunity (6 months)

**2. Details of hosting opportunity**

Description of opportunity

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| The **Leisure Operations Manager** will be responsible for the operational management of a Tier 1 and Tier 2 Leisure facility (Joey Dunlop Leisure Centre and Sheskburn Recreation Centre) to achieve the following outcomes:   * Significantly reduced level of annual subvention required to subsidise the provision of the facilities and services * Improved quality of service provision * Increased usage of the facilities and participation by CCG’s residents * Promotion of better health and wellbeing amongst CCG’s residents * Affordable and accessible facilities for everyone, including residents and visitors in general and to Section 75 targeted groups in particular |

Main objectives of the opportunity

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| Contributing to corporate objectives through the effective, efficient and economic management of the centre(s), including ensuring that financial and non-financial targets are achieved and that the service is developed to its full potential.  Manage a high-performance team focused on optimising the quality and commerciality of the service with current direct line management responsibility for Duty Officers, ensuring all staff have the appropriate levels of training and development to deliver against service needs.  Implement the Business Plan and associated revenue budget for the centre and be responsible for operational delivery, ongoing monitoring and review, including the collation of performance data and the production of management reports.  Facility management and service delivery compliance with all statutory and legislative requirements and works in accordance with good governance and health and safety requirements.  A Job Description and Person Specification are attached at Annexes A and B. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual will be required to work within the existing Leisure Management team to implement Council’s Leisure Transformation Project. The successful candidate will meet the essential criteria including key qualities, experience and skills for the post are included within the personal specification attached. |

**4. Personnel: Please state below**

Who will the individual report to?

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| General Manager Sport and Wellbeing |

Who will be the individual’s line manager and/or reporting officer?

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| General Manager Sport and Wellbeing |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Individual**  Experience working with an existing team of managers tasked with the implementation of Council’s Leisure Transformation Project  **Host Organisation**  The opportunity will provide temporary cover for vacant key post within Council’s Leisure Transformation Project.  **Parent Organisation**  The individual’s organisation will benefit through opportunities to benchmark and potential future sharing of aspects of best practice within the industry/service. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: Subject to agreement you will start work within two - four weeks of accepting the post  **Duration**: Secondment: Temporary for 6 months from start date. Duration may be extended subject to service needs and agreement by all parties.  **Location**: Joey Dunlop Leisure Centre, 33 Garryduff Rd, Ballymoney BT53 7DB, with a requirement for flexibility to work throughout the Borough when required.  **Resources**: Laptop, Phone, Office at JDLC. The individual must hold a full current driving licence (Category B, valid in the UK) and access to a vehicle that will enable the post holder to meet the requirements of the post **OR** have access to a form of transport that enables you to carry out the duties of the post.  **Funding**: The salary is PO3 (SCP 32-35) £36,371-£39,571 per annum. Causeway Coast and Glens Borough Councill will meet salary and associated costs.  **Closing Date:** Applications must be submitted by **4.00pm on Friday 8th July 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Ciara McCloskey** |

**Signed:**

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| **22 June 2022** |

**Date:**

**Annex A**

**Job Description:**



**Annex B**

**Person Specification:**

