

Job: Full Time Permanent

Title: Assistant Sports / Leisure Centre Manager

€35,000 – €45,000 (Dependent on experience)

The Leixlip Amenities Sports Complex at Collinstown, Leixlip, Co. Kildare is seeking appropriately experienced applications for the role of Assistant Sports / Leisure Centre Manager.

Reporting to the company's CEO, and who will be responsible for ensuring the smooth running and operation of the Centre's Facilities in their absence.

The role is to be an integral part of the Management team at the Leixlip Amenities, to ensure the compliant, safe and effective day to day operations of the facility while ensuring all members & guests receive the highest level of service. As a key facility within the North Kildare community.

In addition to Managing a team, The Assistant Manager will ensure oversee and manage all aspects of operational services including Memberships, Rosters, Teaching Fitness classes, Personal Training capability and capacity, preparation of areas, equipment maintenance, sales, reception, sports hall hire, all-weather pitches are managed, maintained and utilised.

Effective management of various specialists' duties may be assigned to include, Health & Safety, Audit, Maintenance, Administration, Training of Staff.

Responsibilities include, and not limited to:

- **The daily running and operation of the Leixlip Amenities & Facilities.**
- **Ensure that the Health & Safety Policy and Procedures are implemented and monitored in relation to cleanliness and hygiene protocols.**
- **Promote and maintain consistent adherence to company policies and procedures.**
- **Day to day people management (Duty Managers + Staff)**

To assist in the achievement of agreed sales targets across all areas and train staff in the company's procedures.

- **To liaise with Centre's CEO in the development of marketing plans and coordinating projects of the club.**
- **Ensure All facilities are maintained to the required standards.**
- **To coordinate and help manage the team of DSP supervisor, Duty Managers in line with the business needs.**
- **To deliver a range of the latest Fitness Classes and develop social media brands.**

The ideal candidate should have the following,

- **Previous management or supervisory experience. 3+ years.**
- **People management experience.**
- **Excellent computer literacy - Leisure Management Software**
- **A nationally recognized Fitness Qualification Experience in Fitness Class Instruction**
- **Occupational First with AED**
- **Flexibility with hours including evenings and weekends required. 39 hours.**

Please submit a Cover Letter

(Including salary expectations) and CV via a e-mail to paul@leixlipamenities.ie

Closing Date: 17th Sept.

The Leixlip Amenities Group CLG, Collinstown, Leixlip, (opp. Intel)

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