

JOB DESCRIPTION

Applications are invited from suitably qualified candidates for the following position:

Trispace Sports General Manager
Trispace (Sports) Designated Activity Company
Permanent

Overview

Trispace Sports is a wholly owned subsidiary of Dublin City University (“DCU”) and it is the company charged with the operation of the sports facilities on the campuses of DCU. DCU Sport is responsible for operating the Sports Complex, Soccer Centre, Sports Campus, St. Patrick's Sports Complex and most recently, Morton Stadium.

DCU Sport offers state of the art facilities incorporating health and wellness to meet all exercise and leisure needs. We have a wide range of facilities at the University Sports Complex, including pool, tepidarium, sauna, steam room, spa pool, sports halls and studios as well as a fitness centre with over 100 pieces of equipment.

Our customers include staff, students, alumni and members of the public. We have approximately 5,000 members and a monthly footfall of 65,000. Our extensive, award winning facilities are the training location for many student clubs, elite teams and individuals. Our extensive facilities are an ideal location for the many national and international events we secure for hosting. We are proud to have developed an environment where people of all ages and abilities can achieve their goals by creating purpose through people and programmes.

Role Profile

Reporting to the Director of Sport, the Trispace Sports General Manager will take responsibility for the management of all sport facilities on the campuses of DCU and will play an integral part in improving the student experience and that of other stakeholders through facility development and partnership.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Development and management of sports facilities infrastructure
- Assist with the development of a sports facility plan
- Develop and maintain a financial plan, business objectives, income targets, ensuring these are in line with the business plan
- Responsibility for the overall management and development of facilities and activities on the campuses of DCU to ensure that current and future needs of stakeholders and performance targets are met or surpassed
- Lead, motivate and develop the Sports team for high performance and a high quality customer and student focused service.

- Space allocation and utilisation – it is essential that there is a balanced programme of activities between student, staff and commercial usage of all facilities.
- While meeting the needs of the University, maximise the commercial opportunities both during and outside of the academic year.
- Proactively research, identify and pursue new opportunities for commercial developments
- Responsibility for the financial performance of Trispace Sport in line with targets and priorities set out in the business plan, ensuring that the financial regulations and company policies are adhered to at all times
- Monitor the cost-effectiveness and quality of the operation by assessing customer needs, identifying trends through data analysis and interpretation, and recommend and advise on change where necessary
- Provide effective leadership that ensures all sport facilities staff understand and work to support our business goals and are clear about their own role and aspire to be the best in all that they do
- Overall responsibility for staff resource planning
- Ensure all working practices are followed in conjunction with insurance, legal, health and safety obligations, in line with university campus requirements.
- Develop and maintain internal and external stakeholder relationships to support and improve the overall DCU Sport member and student experience
- Ensure the company's sports strategy is aligned with the University's overall vision and strategic plan
- Oversee the development, maintenance, repair and refurbishment of all Sport facilities to ensure the physical quality of the portfolio is improved and maintained in line with agreed targets
- Preparation of KPI reports for the DCU Director of Sport
- Develop an effective marketing, promotions and communications plan making use of all available channels for the promotion of sport at DCU

Qualifications and Experience

Essential

- Minimum of 8 years' experience in a sports facilities operational role and minimum of 3-5 years' experience at a similar role at a senior management level responsible for multi-site operation

Desirable

- Primary degree or equivalent in Sports Management or related area
- Experience in working in an organisation with a broad range of customers including students

The individual should also:

- Demonstrate strength and quality of leadership and the personal skills required to lead an effective and motivated team
- Demonstrate significant practical experience working at a senior level, a strong customer service perspective and a thorough understanding of sports facilities with diverse user communities
- Demonstrate extensive experience working at a senior level in the areas of training, recruitment, budget management, and HR related matters
- Demonstrate the ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work.

- Be able to work well within a broader university and commercial environment and demonstrate flexibility and responsiveness
- Have excellent communication and problem solving skills as well as the ability to brainstorm and to generate innovative ideas and solutions
- Have excellent verbal and written communication skills as well as an ability to positively interact with both internal and external stakeholders and the ability to be flexible and adaptable in responding to stakeholder needs

Essential Training

The individual will be required to undertake the following mandatory compliance training: Orientation, Health & Safety, Cyber Security and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

€80,000 - €85,000

**Appointment will be commensurate with qualifications and experience.*

Informal Enquiries in relation to this role should be directed to:

Mr. James Galvin, Director of Sport, DCU Sports Department, Dublin City University.
Email: james.galvin@dcu.ie

Application Procedure:

Interested applicants should send their CV and cover letter to stephen.kirwan@dcu.ie

Please clearly state the role you are applying for in your application and email subject line.

Trispace Sport is an equal opportunities employer

In line with the Employment Equality Acts 1998 – 2015, Trispace Sport is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes