

# Recreation Programme Manager



**Organisation** - City of Lisburn Salto Gymnastics Centre

**Salary** - negotiable depending on experience

**Location** - 4 Warren Park, Lisburn  
Northern Ireland  
BT28 1LW

**Contract** - Full Time 37.5 hours per week

**Closing Date** - Saturday 31<sup>st</sup> August 2024

## **Main Duties**

Salto Gymnastics Centre are looking for a highly motivated Recreation coach to manage our active recreation programme. The position will suit a reliable person who is child-centred, enthusiastic, energetic and committed to becoming the driving force behind the recreation programme and be able to fulfil the criteria outlined in the job description attached.

## **Qualifications**

1. A Level 2 gymnastics coaching qualification in any discipline **OR**
2. A childcare or other sports coaching, teaching or classroom assistance qualification AND a minimum Level 1 gymnastic qualification with a willingness to undertake the Level 2 gymnastics coaching qualification.

## **Other requirements**

Must be a full member of British Gymnastics and agree to abide by their rules and code of conduct as well as their child protection policy.

The post requires the successful applicant to possess an up-to-date Access NI Certificate.

The position requires a strong team player who is willing to take full responsibility for the planning, implementation and development of the Recreation programme which includes pre-school children from age 3 upwards. They will also educate and develop our more junior coaches through regular coach education sessions.

The person will be required to work Saturday mornings.

To make an application please contact [mandy@saltogymnasticsni.com](mailto:mandy@saltogymnasticsni.com) and in return we will forward an application form to you via email.

**Closing date for applications is Saturday 31<sup>st</sup> August 2024 with interviews taking place early September 2024.**



## CITY OF LISBURN SALTO GYMNASTICS CENTRE

### Recreation Programme Manager Job Description

#### **Job Title: Recreation Programme Manager**

#### ***Main areas of responsibility***

- Responsible for the management of the recreation staff coaching team by delegating, mentoring and motivating them.
- Ensure appropriate class cover in the event of last minute notification of illness.
- Complete formal risk management assessments weekly.
- Organise the written Recreation programmes for each term.
- Supervise the programmes being followed and check the setup of the equipment specific to each class.
- Check equipment and gym regularly to ensure a safe environment for participants by undertaking dynamic risk assessments.
- Supervise the completion of attendance registers.
- Supervise the delivery of high-quality, progressive coaching sessions appropriate to age and ability of group.
- Adhere to the clubs policies and procedures at all times, including Safeguarding, Equality and Health & Safety.
- To arrange coaching meetings as required with the recreation coaching team.
- To attend weekly meetings with your line manager.
- To undertake any other duties including domestic duties within the overall purpose and scope of the job as may be required by the management team.
- Liaise with parents to include child' progress.
- Consider/propose options for generating revenue streams from the Recreation Programme.
- Supervise best practice in our recreation classes to ensure we as a club remain the "best in class".
- Undertake training and cascade information on best practice in children's sport (e.g. Dealing with mixed abilities, etc.)

The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements, which the incumbent may be required to perform from time to time, in consultation with the clubs management team.