**Job Specification – Leisure Supervisor/Duty Manager**

**Background**

Lancashire FA is recruiting for a Leisure Supervisor/Duty Manager to strengthen our team and help continue the vision we have of being a leading county FA in the country.

This is a working supervisor role, and the successful candidate must be hands-on and have a can do attitude.

**Responsibilities**

The post holder will be the supervisor and team member with responsibility for overseeing the team. They will coordinate the day to day operations of the recreational areas, changing facilities and communal spaces, ensuring professional quality assurances are adhered to and health and safety standards met, whist delivering customer service excellence. They will supervise and train a leisure team, to set up and set down LFA sports equipment and syndicate rooms safely, as well as create rotas and work within budgets set by senior management.

The post holder will also act a “Duty Manager” with responsibility for opening and closing the facility.

**Person Specification**

This role requires previous experience of leisure supervision, or line managing a small team. A strong background on delivery and implementing a 'Customer Service' ethos is essential, along with experience in Health, Safety and Risk Management. A good standard of IT literacy is required, along with experience in project management and organisational skills.

Applicants must be able to show a commitment to excellent customer service delivery, have excellent people skills and demonstrate knowledge of leisure supervision.

**Hours/Salary**

The position commands a 30 hour contract over predominantly evenings and weekends and the successful candidate will enjoy all Lancashire FA benefits and packages as well as £15,600 annual salary and 18 days holiday per annum.

If you are interested in joining a vibrant forward thinking team, then what are you waiting for? Please send a copy of your CV and covering letter to info@lancashirefa.com Closing dates for all applications is Tuesday 11th September at 12:00 and interviews will be held on Thursday 13th September 2018