

DCU Sport - Vacancy

Job Title:	Duty Manager
Location:	DCU Sport (inc. Sports Complex, Soccer Centre, Sports Campus, St. Patricks Sports Complex), Dublin City University, Glasnevin, Dublin 9.
Responsible to:	Operations Manager, DCU Sport
Contract:	1 year
Salary:	€27,840 - €35,058

DCU Sport

DCU Sport is the company charged with the operation of the sports facilities in DCU. DCU Sport is responsible for operating the Sports Complex, Soccer Centre, Sports Campus and St. Patricks Sports Complex. Our customers include staff, students, alumni and members of the public. We have 6000 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. DCU Sport is proud to have developed an environment where people of all ages and abilities can achieve their goals by creating purpose through people and programmes.

Purpose of Post:

The purpose of this post is to ensure a management presence in the facility during all opening times. The successful candidate will be part of the management team. The successful candidate will ensure the smooth running of the facility on a daily basis by maintaining and improving standards. This post is designed to enable him / her to use their personal and educational skills to develop and guide staff members on a daily basis. The candidate will be required to be knowledgeable on and have the ability to work, in all aspects of the business. This involves gym, pool and event management.

Key Duties:

1. To provide first line management and to motivate, supervise and lead all staff members on duty.
2. To ensure that all policies and procedures in place are followed and adhered to.
3. To supervise the fitness centre & pool as required.
4. To teach excellent group fitness classes.
5. To ensure that the facility is operational on a daily basis with regard to health and safety, hygiene, maintenance.
6. To open and close the facility daily.



7. Have a flexible approach to working hours as a weekend roster applies.
8. To assist in maintaining and encouraging a high standard of hygiene and quality.
9. To practice very high standards of customer service and professionalism.
10. To provide first class customer service through handling complaints, member's queries, assisting with focus groups etc.
11. To work the reception desk, membership database and carry out administration duties.
12. To support the organisation in achieving its goals and objectives.

Management Team -

13. To participate in the management team and achieve key targets through annual and strategic plans and support the organisation in achieving its goals and objectives.
14. To reconcile cash.
15. To support the Business Development Executive with membership sales and retention.
16. To support the development of the team by creating a challenging and motivating environment, effective performance feedback and monthly staff training.

Any other duties which may be assigned from time to time by the Chief Executive Officer and/or the Operations Manager.

Personnel Specification:

Feature Sought	Essential
1. Educational Standards	A 3 rd level degree, preferably sports related. Fitness Instructors Qualification, Lifeguard Certificate, Occupational First Aid Certificate.
2. Work Experience	1 year experience in a similar role
3. Personal Characteristics	A positive attitude, highly motivated and an organised approach to the position.

DCU Sport is an equal opportunities employer

Applications - CV & cover letter to gemma.dempsey@dcu.ie

Closing date for applications Friday 8th December 2017. Interviews will take place w/c 11th December 2017.

