

DCU Sport has an exciting graduate opportunity!

Job Title:	Graduate Management Development Programme
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:	€23,335.

Purpose of Post:

This is a very exciting opportunity for a recent graduate to reach their full potential and prepare themselves for a bright future in the leisure management industry. At the end of this 12 month contract the successful applicant will have acquired the skills to enter a large, busy facility at middle management level. The experience and knowledge will be fully transferable to many roles. The candidate will receive regular mentoring and guidance sessions from the management team who have a vast amount of experience and knowledge in the industry. The candidate will receive full training and support throughout the year in an award winning work environment!

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.

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.



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 assist in implementation of and management of our Quality Management System.
4. To supervise the fitness centre & pool as required.
5. To teach excellent group fitness classes.
6. To ensure that the facility is operational on a daily basis with regard to health and safety, hygiene, maintenance.
7. To open and close the facility daily.
8. Have a flexible approach to working hours as a weekend roster applies.
9. To assist in maintaining and encouraging a high standard of hygiene and quality.
10. To practice very high standards of customer service and professionalism.
11. To provide first class customer service through handling complaints, member's queries, assisting with focus groups etc.
12. To work the reception desk, membership database and carry out administration duties.
13. To support the organisation in achieving its goals and objectives.

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, Reps registered, Lifeguard Certificate (NPLQ), First Aid Responder Certificate.
2. Work Experience	3 months in a sports / leisure environment
3. Personal Characteristics	A positive attitude, highly motivated, eager to learn and develop and a highly 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 12th July 2019

