

Invercargill Gymnastic Club – Centre Manager

We have a new opportunity at Invercargill Gymnastic Club. If you are keen for a new challenge, we look forward to your application.

Please refer to the Job Description.

Applications and enquiries to:

invercargillgym@xtra.co.nz

by 31 January 2024

Centre Manager – Job Description

Position	Centre Manager
Reports To	Executive Committee (Board Chair)
Tenure	15 hours per week Annual Contract Core hours 3pm – 6pm Monday -Friday with some flexibility Potential for the role to grow
Direct Reports	Office Administrator Contractors Coach Employees Volunteers
Functional Relationships	Executive Committee (Board) Gymnastics NZ (GNZ) Staff, Coaches, Contractors and Volunteers Members, Parents, Guardians, Families/Whanau Schools and Community Groups Supplies and Service Providers Stakeholders

A key purpose of all staff is to contribute to the achievement of a thriving club community.

The Centre Manager shall be responsible for

- Ensuring the development of a positive, friendly and supportive environment, which encourages co-operation and happy workplace.
- Ensuring that staff and coaches are provided with appropriate and reasonable resources to ensure efficient and effective operation of the club.
- Working with the Executive Committee (Board) as required, to develop and implement strategic plans for the club.

Manager Role

- To manage activities of the club in line with the outlined expectations of this job description
- Attendance at monthly Executive Committee (Board) meetings, as requested, and provide clear and accurate reports on the general and financial state of the club, including but not limited to;
 - Financial performance and position
 - Health and Safety risks and concerns
 - Injuries to athletes and updates on recovery where appropriate
 - Complaints from members, coaches and parents - resolutions
- Keep up to date with GNZ related activities and information reporting to the Board where appropriate.
- Liaise with GNZ officer(s) as required.

- To build and maintain good working relationships with other gymnastics clubs, particularly clubs within Southland and Otago.

Duties to include'

Task Description (Key Responsibilities)	
General Operations Management	<ul style="list-style-type: none"> • Ensure smooth day to day operation of the club. • Ensure appropriate systems and processes are in place, where applicable and up to date. Develop business cases to implement new systems as required. • Oversee administrative functions and processes within the club. • Lead implementation of the strategic plan in accordance with Executive Committee's (Board) direction • Develop annual business plans in with strategic direction of the club – including but not limited to Financial Budget, Areas of Growth, Funding Opportunities, Succession Planning • Manage the club effectively and efficiently, and in accordance to club policies as outlines and approved by the Executive Committee • Maintain and report on club risk register and highlight to Board monthly
Financial Management	<ul style="list-style-type: none"> • Develop and maintain operation budget in collaboration with the Treasurer. • Work with relevant Lead Coaches or Programme Managers, collaboratively create programme specific budgets ensuring requirements of each programme is adequately met. • Prudently manage club resource within operating budget. • Ensure all financial obligations and processes are met e.g month end, debtors/creditors. • Provide regular (nominally monthly) reports to the Executive Committee (Board) on the financial status of the club. • Xero management
Health and Safety	<ul style="list-style-type: none"> • Ensure all Health and Safety obligations and processes are met. • Work collaboratively with Executive Committee (Board Member) to maintain up to date Health and Safety policies. • Develop and maintain equipment and maintenance register for all apparatus in the club. • Actively identify any health and safety risks and inform the Executive Committee (Board) of any items requiring attention. • Assist with Child Wellness requirements
Marketing and Public Relations	<ul style="list-style-type: none"> • Work with the Executive Committee (Board) to ensure the club is presented in a strong, professional manner to relevant stakeholders. • Develop and implement marketing plans and associated budgets (reporting on activity and results as required) • Liaise with media and advertising. • Co-ordinate promotional events as required. • Develop and maintain relationships with other clubs, school groups and individuals to the benefit of the club. • Form relationship with major Community stakeholders – Active Southland, ILT
Staff Management and Development	<ul style="list-style-type: none"> • Provide clear direction and leadership to the club's staff, coaches, contractors, volunteers and members.

	<ul style="list-style-type: none"> • Proactively manage complaints in a timely manner when required to achieve acceptable resolutions where possible. • Implement staff development plans and KPIs and effectively monitor progression as part of annual staff appraisal process
Events, Grants/Funding	<ul style="list-style-type: none"> • Working with Lead Coaches and Programme Managers to ensure smooth and effective management of club events and competitions. • Identify opportunities for funding and proactively manage applications. • Identify opportunities for funding and sponsorship for Athletes, Events and Club, pro-actively follow up for renewal of funding and sponsorship opportunities. • Oversee administration of any code fundraising and funding records and documentation • Submit proposals and grant reports to the Executive Committee (Board) on new, and progress of existing opportunities
Executive Committee (Board) Support	<ul style="list-style-type: none"> • Support the Executive Committee (Board) to fulfil its role in accordance with policies and the constitution. • Pro-actively work with the Executive Committee (Board) on development of strategic plan, taking a leadership role as required. • Present management, health and safety and financial reports at Meetings • Prepare minutes of Executive Committee (Board) meeting for distribution • Report Member Retention/Attrition data • Report Marketing Data/Results

Ideal Skills and Attributes

- Relevant qualifications or experience
- Experience in staff management and leadership
- High level of Business Acumen
- Commitment to Safeguarding Children compliance
- Desirable Xero knowledge or experience
- Ability to work with Children and Parents
- Superior communication skills (both written and verbal)
- Competent in the use of social media for promotional purposes
- Commitment to continuous improvement and development of all programmes, staff and members
- Willingness to work collaboratively as part of a team, identifying and implementing development pathways.
- Ability to network in wider community and sporting and the ability to maintain, development and maintaining relationships within this network.
- Current clean driver's license
- Competent in the use of the Microsoft Office suite
- Committed to working within the SportNZ Code of Ethics
- Meet requirements of NZ Police Vet Check to work with children