



## **JOB DESCRIPTION – CENTRE MANAGER**

<b>Position:</b>	Centre Manager
<b>Reports To:</b>	MIGS Chairperson
<b>Tenure:</b>	Permanent, Full-Time
<b>Direct Reports:</b>	Head Coaches Administrator Contractors (as required)
<b>Functional Relationships:</b>	MIGS Committee Gymnastics NZ Affiliated gymnastics clubs Staff, coaches, and volunteers Members, Parents, families/whanau Schools and community groups Suppliers and service providers Stakeholders Rotorua Lakes District Council

A key purpose of all staff is to contribute to the success of the Mid Island Gymnastics mission and uphold and demonstrate a commitment to it.

### **MIGS Mission Statement**

To provide a professional inclusive environment developing life skills through participating in Gym Sports and other fun (recreational) movement programmes.

### **The Centre Manager shall be responsible for:**

- Ensuring the development of a positive, friendly, and supportive environment, which encourages cooperation and a happy workplace
- Ensuring that staff and coaches are provided with the appropriate and reasonable resources to ensure efficient and effective operation of the club
- Working with the MIGS Committee, as required, to implement strategic plans for the club
- Managing the activities of the club in line with the outlined expectations of this job description
- Identify growth opportunities for the club and develop business plans to capitalise on these opportunities.
- Providing clear and accurate monthly reports to the Committee on the general and financial state of the club, including but not limited to.
  - Financial accounts and position
  - Health and Safety risks and concerns
  - Injuries to athletes and updates on recovery, where appropriate
  - Complaints from members, coaches and parents and resolutions taken
  - Property issues and maintenance in cooperation with the club's Property Officer

- Keeping up to date with Gymnastics NZ-related activities and information, reporting to the Committee where appropriate.
- Liaising with Gymnastics NZ officer(s) as required.
- Building and maintaining good working relationships with other gymnastics clubs, particularly those within the Midlands region.
- Managing administration requirements for the club, including accounts receivable, accounts payable, and payroll.

<b>Key Responsibilities / Duties of Centre Manager</b>	
General Operational Management	<ul style="list-style-type: none"> <li>- Ensure smooth day to day operation of the club</li> <li>- Ensure appropriate systems and processes are in place, where applicable, develop business cases to implement new systems as required</li> <li>- Oversee administrative functions and processes within the club</li> <li>- Lead implementation of the strategic plan in accordance with Committee's direction</li> <li>- Develop annual business plans in line with the strategic direction of the club.</li> <li>- Manage the club effectively and efficiently, and in accordance with club policies as approved by the Committee.</li> <li>- Maintain and report on club risk register, highlighting issues to the Committee on a monthly basis.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>- Develop and maintain operational budget in collaboration with the club Treasurer. This should be presented to the Committee at the November meeting for adoption at the December meeting.</li> <li>- Work with Head Coaches to collaboratively create programme-specific budgets ensuring requirements of each programme are adequately met.</li> <li>- Prudently manage club resources within operating budget.</li> <li>- Approve weekly payroll.</li> <li>- Ensure all financial obligations and processes are met (e.g., month-end processes, debtors and creditors).</li> <li>- Provide regular (nominally monthly) reports to the Committee on the financial status of the club. These reports should track spending against budgets and highlight any potential areas of overspend or shortfall.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>- Ensure all health and safety obligations and processes are met</li> <li>- Work collaboratively with the Committee's Health &amp; Safety representative to maintain up-to-date health &amp; safety policies.</li> <li>- Working with, and taking guidance from, the Head Coach, develop and maintain an equipment and maintenance register for all apparatus in the club.</li> <li>- Actively identify any health &amp; safety risks and inform the Committee of any items requiring attention.</li> </ul>

<b>Key Responsibilities / Duties of Centre Manager</b>	
Marketing and Public Relations	<ul style="list-style-type: none"> <li>- Work with the Committee to ensure the club is presented in a strong, professional manner.</li> <li>- Develop and implement marketing plans and associated budgets, reporting on activity and results as required.</li> <li>- Liaise with media and advertising.</li> <li>- Coordinate promotional events as required.</li> <li>- Develop and maintain relationships with other clubs, school groups and individuals to the benefit of the club.</li> </ul>
Staff Management and Development	<ul style="list-style-type: none"> <li>- Provide clear direction and leadership to the club's staff, coaches, volunteers, and members.</li> <li>- Proactively manage complaints in a timely manner, in accordance with the clubs Concerns and Complaints Policy.</li> <li>- Implement staff development plans and KPIs and effectively monitor progression as part of annual staff appraisal process</li> <li>- Work closely with the Head Coach to resolve differences on technical issues.</li> </ul>
Events, Grants and Funding	<ul style="list-style-type: none"> <li>- Lead the coordination of events, working collaboratively with the Head Coaches to ensure smooth and effective management of club events and competitions.</li> <li>- Identify opportunities for funding and work with the Committee to ensure grant applications are made where appropriate.</li> <li>- Identify opportunities for funding for athletes, events, and club, and work with the Committee for renewal of funding opportunities.</li> <li>- Oversee administration of any code fundraising and funding records, and documentation.</li> <li>- Submit proposals and grant reports to the Committee on new, and progress of, existing opportunities.</li> <li>- Work with the Committee to ensure that accurate records are kept.</li> </ul>
Committee Support	<ul style="list-style-type: none"> <li>- Support the Committee to fulfil its role in accordance with policies and the constitution.</li> <li>- Pro-actively work with the Committee on the implementation of the strategic plan.</li> <li>- Present management, health &amp; safety, and financial reports at committee meetings (dashboard reporting).</li> </ul>

<b>Person Specific</b>	
	<ul style="list-style-type: none"> <li>- Willingness to work collaboratively as part of a team, identifying and implementing development pathways.</li> <li>- Ability to network in wider community and sporting and the ability to maintain, developing and maintaining relationships within this network.</li> <li>- Current clean drivers' licence.</li> <li>- Competent in the use of the Microsoft Office suite.</li> <li>- Committed to working within the Sport NZ Code of Ethics.</li> <li>- Meet requirements of NZ Police Vet Check to work with children.</li> </ul>

