



JOB DESCRIPTION

Post of Pool Manager, Ashburton Pool

We are looking for an enthusiastic pool manager to oversee all aspects of running our outdoor heated pool in the center of Ashburton.

There are a few requirements as outlined below but plenty of scope to develop the role as well as the pool itself.

The trustees are committed to making this post work for the right candidate so we would welcome enquiries even if you don't quite fit the description below but you think you have something to offer.

Role Description and Person Specification

Supervision & Support: The board of Trustees

Contract: 12 months initially with the intention of extending it to be a permanent role.

Pay: £25,000 - £30,000 pro rata (depending on experience & training required)

Hours:

Mid September – Mid March: winter season when the pool is currently closed. The hours would be less during this time and are quite flexible, allowing for other work or development activities, subject to agreement with the Trustees.

Mid March – Mid September: summer season when the pool is currently open. We envisage between 15 and 30 hours per week with approximately half of these hours being on lifeguard duty.

Location:

Mid September – Mid March: from home with the occasional site visit as necessary.

Mid March – Mid September: while some work can be undertaken from home, we would like the successful candidate to spend a large portion of their work hours on site. There is a site office with broadband.

The Pool

Ashburton Swimming Pool Community Interest Organisation (CIO) is a charity that runs the outdoor swimming pool in Ashburton for the local community. The CIO is made up of volunteer trustees who, with the assistance of paid lifeguards and numerous volunteers are responsible for the upkeep of the site and the day to day running of the pool.

The overall purpose of this job is to assist the trustees in running the pool. A 'can do' attitude is essential as the role will continuously evolve to suit the needs of the pool and the CIO. There is also plenty of scope and opportunity to develop - by applying for funding grants, community fundraising and bringing your own ideas for how the pool could best be run to benefit the local community.

Main duties & responsibilities

Administrative:

- Updating and communicating operating procedures including H&S and COSSH.
- Monitoring use of the pool
- Arranging various inspections and compliance checks
- Website admin/updates/facebook
- Managing the timetable/booking system
- Reporting back to the Trustees on progress, opportunities and issues.

Pool Plant & Site (training in pool plant management can be provided if necessary):

- Undertaking periodic checks to ensure water quality is within acceptable limits
- Conduct weekly management and checks of the pool plant
- Maintain an ongoing list of site-wide tasks that need completing. Where tasks require external contractors, arrange for this work, and where they require volunteers, liaising with the committee

Working with the Lifeguards:

- Assisting with seasonal recruitment and training of life guards
- Assisting with the lifeguard rota and reviewing timesheets
- Dealing with day to day queries from the lifeguards where possible

Pool Development:

- Bringing your own ideas for pool development (site, facilities and services provided)
- Apply for funding grants and liaise with local community groups and fundraisers
- Work with the Trustees on a medium to long term strategy, with plenty of scope for increasing what is on offer at the site and for making this job bigger.

Essential qualifications & experience

Commitment to the pool, to the value it provides for the community and to the service we offer to a diverse range of pool users.

Experience of running projects, businesses or events (in a formal or informal setting) which demonstrates the ability to manage the day to day running of the swimming pool and a small team of lifeguards whilst keeping on top of a variety of practical tasks.

Good communication skills; the Pool Manager will be in regular contact with the Trustees, the Lifeguards and the pool users. We hope that the successful candidate will enjoy working with all of these groups.

It is essential that the Pool Manager has a reasonable level of admin and IT skills. The CIO uses google-suite for documentation and email and has a wordpress website integrated with an online booking and payment system. We would like the Pool Manger to use these systems comfortably following some basic induction training.

Experience/training in pool plant operation and management OR desire to train in these areas

Qualified Lifeguard or desire to become a qualified lifeguard

Flexibility to work hours across the week

How to apply

To apply, please send your CV and a covering letter by email to events@ashburtonpool.com

The closing date for applications is 12 noon on Wed 31st January 2024.

We will respond to all applications and shortlisted applicants will be invited to attend an initial telephone interview followed by a meeting with some of the Trustees at the pool.

Two references, not family members, will be taken up prior to the job offer being given and an enhanced DBS check will be undertaken prior to signing a contract.

Ashburton Pool is committed to supporting and celebrating diversity, and we welcome applications from all ethnic, heritage, professional and social backgrounds.

We would love to hear from anyone who has the aptitude and enthusiasm to take on this role.