



## Job Description

**Post Title:** Lace Hill Sports and Community Centre Coordinator

**Accountable to:** Deputy Town Clerk

---

### Job Purpose:

- Take responsibility for the day to day management and ensure the smooth running of the Lace Hill Sports and Community Centre (LHSCC)
- Develop the business by identifying new opportunities for hire of the facilities by means of effective marketing, networking and advertising, and by working closely with the Deputy Town Clerk, other Town Council staff and representatives from local statutory, voluntary and commercial sector organisations
- Attend, publicise and facilitate Town Council events at LHSCC
- Managing the LHSCC Caretaker Assistant
- Manage the Centre and its contractors in accordance with the parameters set by the Town Council

### 1. Coordination

- Develop, implement and review procedures for the effective management of the Community Centre
- Promote the use of the Centre by, amongst other things, maintaining the website page, maximising publicity opportunities and liaising with the local media
- Contribute to the development of the LHSCC management plan
- Develop services and facilities in accordance with the aims and objectives of the management plan
- Encourage local services and activities to be run from the centre, i.e. open days, social events, advice services and meetings
- Prepare event management plans and other documentation for Town Council events and carry out risk assessments
- Liaise with staff, hirers and visitors to ensure the smooth running of the centre
- Deal with and respond to all enquiries made in person, by telephone, by letter and by e-mail
- Be flexible in the shift routine to cover peak occupancy times and to cover for holidays/sickness
- Prepare and provide reports as required, and attend all appropriate Committee meetings



## 2. Health, Safety & Welfare

- Ensure the centre has an up to date User Induction Pack and procedures for using the Centre, and that users understand their responsibilities
- Monitor the cleaning of all areas of the building and ensure a high standard of cleanliness is maintained at all times
- Be aware of and exercise personal responsibilities under the Health and Safety at Work Act
- Report any concerns with regard to possible Safeguarding issues
- Ensure, in conjunction with the Estates Manager and the Deputy Town Clerk, that the building is fit for purpose and is suitably maintained through day-to-day repairs, ongoing maintenance programmes and external service contracts, making sure the building is safe for use
- Ensure the safe use and maintenance of Centre equipment
- Ensure the completion of accident/incident reports as required

## 3. Financial

- Take bookings for the facilities within the Centre and maintain the facility's booking system
- Take payments and issue receipts for such payments in accordance with the Town Council's regulations
- Operate within the hire charges, and terms and conditions of hire, as set by the Town Council's committees
- Maintain an inventory of Centre equipment
- Monitor and prepare regular reports of Centre income and expenditure

## 4. General Duties

- Use appropriate PPE and comply with Health and Safety
- Deal with the public in a polite and helpful manner
- Attend training courses in accordance with identified training requirements
- Other duties as the Council may reasonably require from time to time

---

### *Employee Declaration:*

I have received, reviewed and understand the job description for Lace Hill Sports and Community Centre Coordinator. I further understand that I am responsible for the satisfactory execution of the functions as described.

<b>Signed:</b>	
<b>Dated:</b>	
<b>Name:</b>	