



JOB VACANCY

ROLE: Facilities Coordinator

An exciting opportunity has arisen for a passionate and dedicated person to join our team at Cleethorpes Community Sport and Education based at the Trin Centre in the role of Facilities Coordinator. This exciting role is ideally suited to someone who wants to help develop the charity, improve its income generation, is passionate about the community, is hands on, flexible and wants to make a difference.

Our Organisation

Cleethorpes Community Sport and Education is a Charity that was established in 2017 with the aim of bringing the community of Cleethorpes and the wider Borough of North East Lincolnshire together, regardless of social-economic background, age, religion, disability or race, via the provision of community bonding, education and sport.

The Role

The Role is for a Facilities Coordinator to join our busy and dynamic team at The Trin Centre.

Salary: £21,000 per annum. The role is dependent on income generation and will be subject to a review.

Working Hours: Flexible working is required - working hours will include weekend work and evenings (up to 21:30hrs and occasionally 23.30hrs). Hours worked over the contracted hours will be reimbursed as time off in lieu in agreement with the General Manager. 40 hours per week.

Cleethorpes Community Sport and Education, The Trin Centre, Trinity Road, Cleethorpes, North East Lincolnshire, DN35 8UN.

Tel: 01472 232750 Email: Hello@ccse.org.uk

Charity Number: 1172903

Patrons: John McDermott and Gary Childs



Line Management: The role of Facilities Coordinator will directly line manage up to 10 staff and a team of volunteers.

The successful applicant will need the following skills:

Essential -

- Be committed to lifelong learning.
- Work in an inclusive manner.
- Be approachable.
- Be outgoing.
- Experience of creating shift rotas.
- Ideas for income generation.
- Experience of managing facilities.
- Be organised.
- Be interested in/have experience in marketing/income generation.
- Be Flexible.

Desirable –

- Educated to Degree Level with a minimum 2:2 grade in any subject **or** experience in a similar role.
- Experience of working in a bar environment.
- Experience in groundskeeping.
- Experience working with vulnerable adults.
- Experience in securing grant funding.

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- Experience in working in a community setting.
- Experience of promoting community activities.
- Experience of income generation.

How to apply

If you think you fit the criteria please submit the following information to the Email:

hello@ccse.org.uk

Please include in your application:

- A Curriculum Vitae of no more than two pages outlining:
 - Your work history.
 - Reasons for any gaps in employment.
 - Education.
 - Voluntary experience.
- Two references – one must be a past employer.
- A Covering Letter consisting of 1000 words explaining why you want the job and outlining how you fit the role criteria.

The Covering Letter should be addressed to Matthew Jason Brown – Chairman of the Board of Trustees and Andy Cox – General Manager.

If you have any questions please feel free to contact the General Manager Andy Cox on 01472 232750 or email andy@thetrin.co.uk and we will be happy to provide you more information. You can also find more information about our organisation via our website: www.ccse.org.uk or just call to arrange a visit, to be shown around and discuss the role.

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Disability Confident

Cleethorpes Community Sport and Education is a Disability Confident Employer. If you have a Disability, as outlined in the Equality Act 2010, and your application meets the **Minimum Criteria** we will offer a guaranteed interview to the applicant. Please ensure you state you would like to be considered under the Disability Confident Guaranteed Interview Scheme at the bottom of your covering letter (this information will not be counted as part of your word count). Please outline any reasonable adjustments we can make to allow you to excel in an interview setting. More information on the scheme can be found on the following link: [disability-confident-guidance-for-applicants](#)

The Closing Date

All applications should be submitted no later than **23:59 on Thursday 19th November.**

Interviews will take place on Friday 27th November.

All interviews will be conducted in line with Government Guidelines due to the Covid-19 Corona Virus Global Pandemic. If there are increased restrictions, including a 'Lockdown', due to the pandemic we may conduct interviews via Zoom Video Conferencing Facility. However, we will aim to conduct interviews face to face if possible at the time.

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Job Title:	Facilities Coordinator
Department:	Facilities Department
Responsible to:	General Manager
Responsible for:	Facilities Centre Operatives and Assigned Volunteers
Overview of the Organisation:	
<p>Cleethorpes Community Sport and Education is a Charity that was established in 2017 with the aim of bringing the community of Cleethorpes and the wider Borough of North East Lincolnshire together, regardless of social-economic background, age, religion, disability or race, via the provision of community bonding, education and sport.</p> <p>Cleethorpes Community Sports and Education operate a prestigious sports facility for the local community of Cleethorpes and the wider borough of North East Lincolnshire. The major sport at the Centre is boxing, football, skatepark and exercise facility. The Centre is also used for a mix of other sports, fitness and fundraising events, and is the flagship home of the charity itself.</p> <p>The Centre is open between 07:00 and 21:00, Monday to Friday, Weekend opening times may vary.</p>	
Main purpose of the role:	
<p>To be a friendly and helpful face to make sure facilities for activity sessions are safe to use, clean and tidy. The role requires the person to ensure risk assessments have been undertaken for groups accessing the Centre and its facilities.</p>	

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To work with the General Manager and our external contractors to make sure that the building is kept clean, tidy and complies with Health and Safety regulations and our internal policies, and to assist with completion of maintenance tasks around the building.

To create and put into action a strategy for income generation for the charity through the use of facilities, sponsorship and events.

To coordinate and support the delivery of externally run sessions, ensuring that the third party has complied with our booking requirements.

To be responsible for the organisation and management of events at the Centre.

To be responsible for the rostering and time sheets of staff who they line manage and to send all details to the General Manager and if appoint in the future Head of Payroll.

To undertake the role of Head Barkeeper for functions that take place at the centre.

To support the General Manager in undertaking their duties.

To network with other organisations locally, regionally and nationally, building professional relationships to create more opportunities for the Community the Charity serves and seek to bring in additional income to the charity.

To support the writing of applications for grants to providers including, but not exclusive to, the National Lottery, The Postcode Lottery and Sport England.

To undertake other jobs which are deemed as reasonable.

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The Role:

Income Generation

- The role will be responsible for maximising income generation through the use of the centre's facilities, sponsorship and organisation of events.

Facilities Management

- Assist the General Manager to maintain accurate records to evidence that Cleethorpes Community Sport and Education is Health and Safety compliant.
- Support the Centres internal staff and external partners to be able to deliver their service effectively and efficiently, including meeting, greeting and chaperoning contractors and compliance staff.
- Where appropriate, complete basic maintenance jobs in the centre.

Supporting Activity Session Delivery

- Ensure that all internal and external providers delivering activities within the centre comply with our booking requirements, including:
 - Conducting an initial review of Risk Assessments by 3rd party, ensuring every delivery partner has completed an adequate Risk Assessment, which is signed off by the Health and Safety lead and stored centrally in Cleethorpes Community Sport and Education records.
 - Ensuring that each external partner has had an induction to the Centre and understands our expectation when using the facility, including Health and Safety and safeguarding policies.
 - Ensuring that individuals who are attending the sessions are registered to the Cleethorpes Community, Sport and Education and their membership is loaded on to the system.

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- Coordinate with coaches and contracted cleaning staff the set up required for each session (including teas and coffees, sporting equipment etc) within the Centre on a daily basis and ensure it is cleared away after each session and at the end of the day.
- Assist the coaching team to ensure registration and session attendance are accurately recorded for all participants.

Bar, Meeting Room and Kitchen Facilities

- Work with the licensee to ensure the bar is operated in a professional manner.
- Manage staff and volunteers during events.
- Operate the bar in the role of a Head Barkeeper.
- Ensure the kitchen is tidy and operate the kitchen when the centre is offering catering when not provided by an external provider.

Around the Centre

- Be a visible presence in the Centre and help meet the needs of any members, responding promptly and professionally to all customers.
- Regularly patrol the Centre in order to ensure that the highest standards of cleanliness, security and safety are achieved.
- Move, clean and dismantle sports equipment, table and chairs and other equipment as required to keep the Centre looking neat and tidy.
- Ensure that kit and equipment needed by the Centre is fully stocked, audited, and stored tidily.

Other Duties & Responsibilities

- To commit to and follow your own programme of continuous professional development and self-directed learning.

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- To meet all Operational Plans and Key Performance Indicators assigned to your department.
- To meet all Cleethorpes Community Sport and Education Essential Operating Standards training requirements.
- To advocate and positively promote Cleethorpes Community Sport and Education to the public including support the delivery of fundraising events.
- Reporting any facility maintenance, Health & Safety or Safeguarding concerns to the General Manager or where appointed the appropriate Lead Member of Staff.
- To carry out any other reasonable duties including covering the reception desk when required.

This is an outline of the jobholder's duties and responsibilities. It is not intended to be an exhaustive list and may change from time to time to meet the charity's needs.

The Person:

Personal attributes

- Warm, friendly, welcoming manner with a strong customer focus.
- Ability to work independently, taking own initiative to achieve results.
- Highly passionate about Cleethorpes Community Sport and Education and its values.
- Flexible with a growth mind-set.
- Strong team player.

Knowledge, skills and experience

- Previous experience in a similar role, ideally within a community/leisure center is desirable but not essential.

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- Exceptional communication and interpersonal skills with experience of managing and resolving customer complaints.
- Understanding/Willingness to learn the Health & Safety, and Safeguarding requirements needed to operate a community sports centre.
- Competent at undertaking maintenance tasks around the Centre.
- Experience of conducting and reviewing Risk Assessments.
- Proficient with IT systems including MS Office and membership databases.
- High attention to detail and personal standards of cleanliness and tidiness.
- Understanding and commitment to equality and inclusion principles.

Approved by:

MJB/AC 30/10/2020

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