# RADNORSHIRE INDOOR BOWLS ASSOCIATION

Recreation Ground, Off Spa Road, Llandrindod Wells, Powys, LD1 5EY

Tel: (01597) 825014 Email: [ribasecretary@gmail.com](mailto:ribasecretary@gmail.com)

Registered Charity No: 1165546

Chairperson Secretary Treasurer

Paul Vaughan Corinne Worsley Don Jenkins

**We are looking to award a self-employed contract, to a suitably qualified, enthusiastic individual for the role of Centre Manager. The initial contract will be for six months, with the option to be renewed on an annual basis**

**CENTRE MANAGER ROLE DESCRIPTION**

**The role of the Centre Manager is to support the Trustees in ensuring the smooth day to day running of Radnorshire Indoor Bowls Centre.**

**Reporting directly to the Chairperson.**

**The Centre Managers’ areas of responsibility include:-**

**Licences –**

* **TV, Music and Gambling – ensure these are valid and displayed.**

**Contractors -**

* **Manage the Maintenance Contractors in all trades including Job Assessment, Dates, Liaison, Inspection.**
* **Liaise with and manage the process for Carpet Cleaners, Carpet Stretchers, Electrician PAT Testing, Lightning Rods, Key Cutting, Deliveries, Annual Roof and Gutter Maintenance, Grass Cutter, Window Cleaner, Fire Inspections.**
* **Obtain Quotes(minimum of 3) for any of the above when required.**

**Documentation –**

* **Production and upkeep of Policies including Health & Safety, Risk Assessments, Accident Investigation & Reporting, Safeguarding, Property Inventory, Maintain Club Records (retain for 7 years), Time Sheets, Keyholder Template.**

**Communication with Trustees –**

* **Produce Monthly Report and attend part of Trustees Meetings to discuss the content and any outstanding matters.**

**Club Facilities –**

* **To be responsible for Induction of New Members and New Stewards, First Aid, Car Park, Stewards (in conjunction with Volunteer Co-ordinator), Rink Bookings, Bowls and Shoes, Lighting & Heating, Summer and Winter Timings, Document Shredding.**
* **Ensure Club Shirts, are available for purchase and wearing by members representing the Club.**
* **Ensure Noticeboards are kept up to date.**
* **Oversee the Toilets, Changing Rooms, Lost & Found, Sales Rail.**
* **Make “Low leve” purchases (maximum of £100), above this requires prior approval of the Chairperson up to £250, for amounts in excess of £250 requires majority of Trustees approval.**
* **Organise Social Events, Club Leagues (promotion and filling of rinks), Club Fixtures and Match Days.**
* **Operate and maintain Photocopiers, Computer and keep Hardware & Software up to date.**
* **Maximise usage of Club Facilities.**

**Person Specification –**

**Well Organised with an eye for detail; Good Communication & Interpersonal Skills; Computer Literate; Approachable, Sensitive to the feelings of others; Flexible; Ability to work well with the Chairperson & Trustees; Good Time Keeping; Enthusiastic; Able to work within a specified Budget; Outgoing Personality; Able to generate income to more than cover remuneration.**

**Contract Terms –**

**Self-Employed Basis for a minimum and maximum number of hours per week: October to April, minimum 5 hours / day, maximum 8 hours /day, 7 days /week. May to September, minimum 2 hours /day, maximum 4 hours /day, 4 days / week.**

**Remuneration –**

**Will be based on experience & qualifications, anticipated range of £12 to £15 /hour**

**TO APPLY PLEASE SEND YOUR CURRICULUM VITAE TOGEHTER WITH A COVERING LETTER FOR THE ATTENTION OF THE CHAIRPERSON AT THE ABOVE ADDRESS.**

**CLOSING DATE FOR APPLICATIONS IS SATURDAY 31ST JULY 2021.**

**INTERVIEWS WILL BE HELD DURING AUGUST 2021.**