

**THE WALLACE HIGH SCHOOL**

**SPORTS FACILITIES MANAGER AND PROMOTER**

**JOB DESCRIPTION**

**General Information**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area. In 1976 it moved from its original site to a new building in Clonevin Park which also houses a Preparatory Department of approximately 130 pupils. Classroom Assistants report directly to the Bursar of the school.

**The Role**

The school wishes to appoint Sports Facilities Manager to promote the use of the school’s facilities, including the competition sized astroturf hockey pitch with floodlighting, a newly built strength and conditioning suite and other sports facilities to community groups and sports clubs.

The successful candidate will be required to represent the school and engage fully with the school ethos and core values in a professional businesslike manner, to promote the benefits of participation in sport through use of the facilities available at Wallace and to deliver a successful programme of events.

The successful candidate will be required to promote and monitor use of the facilities. The post holder will be required to manage an online booking service for the pitch and other school facilities and encourage clubs to make use of this booking facility.

**Main Duties**

* Promote the school’s sports and building facilities through various channels, including social media and the school website.
* Market the potential advertising space, such as pitch banners for sponsors.
* Encourage the further development of school/sports club links.
* Take booking enquiries, respond to queries and confirm bookings with various clubs/societies.
* Manage the online booking system and spreadsheet, which includes the monitoring of amendments/cancellations to a booking, and managing caretaker cover for and during the times of bookings.
* Arrange for pitch inspections during winter months to ensure the pitch is suitable to play on.
* Prepare and manage monthly invoices for clients.
* Apply for grant applications on behalf of the school to seek sports and school-based funding opportunities.
* Market sponsorship opportunities to potential sponsors and renew sponsorships for existing sponsors.
* Prepare for seasonal periods in advance, making contact with key personnel in the various clubs/societies.
* Arrange tours of the facilities with new clients.
* Complete the annual return for SportNI recording use of the astroturf pitch.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

The hours of work are completely flexible for the successful applicant. However, it is likely that the post will require a commitment of 18 hours per week. Financial targets will be set as part of the school’s performance review of this post and the successful candidate will produce reports for the Finance Committee of the Board of Governors (five per annum).

The rate of pay is £9,240 per annum (£770 per month) for 18 hours per week.

**RECRUITMENT CRITERIA**

For shortlisting purposes you should be able to demonstrate on your application how you meet the following criteria:

**Job Specification**

**Essential Criteria**

* Minimum Grade C in GCSE Maths and English (or equivalent).
* An interest in sport – demonstrated by a history of active participation in your chosen sport.
* Experience of working in a business or professional role.
* Ability to adapt to a flexible time commitment across out of hours of normal school time.
* Knowledge and experience of promotion and marketing.
* Knowledge of hockey, football and cricket and the existing provision in the Greater Belfast & Lisburn area.
* Ability to use initiative to work alone, unsupervised.
* Competence in the use of computer software packages such as Microsoft or Mac software.

**Desirable**

* Knowledge/experience of managing an online booking facility.

Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.

**APPLICATIONS**

It is preferred that application forms are emailed to the [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Monday, 11 November 2019 at 12 midday.**

It is planned that successful applicants will be invited for interview in late November/early December.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.