**Gymnastics Programme Manager**

**Reporting to**

**Reporting to the General Manager**

**YOUR PERSONAL PROFILE**

**YOUR ROLE…**

As a key member of our Leadership Team you will be responsible for the overall strategic and operational management of the Gymnastic hub.

You will be responsible for managing and developing the gymnastics programme and to increase participation level year on year. You will be able to work well with a wide range of people from both within the company and with external key stakeholders and partners. You will be a good leader, with experience in managing a team and be able to inspire others around you whilst managing different projects . You will ‘champion’ gymnastics at all times and embrace Trafford Lesure’s purpose of getting people to move more every day.

**Our Vision**

Inspire and create opportunities for the people of Trafford to move more and live longer, healthier, happier lives

**Our Purpose**

Move More Everyday

**Our Strategic Outcomes**

Improving Health outcomes for all

Excellent facilities, activities and programmes

Net zero by 2038

**YOUR SPECIFIC TASKS AND RESPONSIBILTIES INCLUDE BUT WILL NOT BE LIMITED TO**

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| 1. Working as part of the Leadership team, you will seek new ideas, initiatives and opportunities for continuous improvement.
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| 1. To guide and support the gymnastics coaching team into a strong and highly motivated team who are passionate about delivery to the highest standards.
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| 1. Leading and modelling effective project management, ensuring the cascade of objectives and delegation of tasks to enable growth and opportunities for development to all.
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| 1. Developing and nurturing partnerships to ensure the reputation of the business for the gymnastic brand both locally and nationally.
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| 1. Leading on all marketing and PR initiatives for the Gymnastic brand.
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| 1. Acting as the expert on gymnastic matters and providing support and guidance to all
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| 1. Identifying and maximising opportunities for funding and income generation to secure the Gymnastic brand continued growth.
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| 1. Supporting the review of programmes on an ongoing basis to ensure the right balance of business and Community needs
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| 1. Managing Service Level Agreements with third parties integral to the Gymnastic brand.
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| 1. Leading the team in financial management processes and ensuring that the challenging budget you set for your teams is on target, generating growth and stability to the business
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| 1. Creating, listening to and responding to operational KPI data and using that intelligence to ensure continuous improvement and First Class performance within your centre
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| 1. Supporting Centre Managers in the flow of information between the Leadership and the Gymnastic team ensuring that information is cascaded, difficult matters are managed effectively and support is provided by others as and when required.
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| 1. To live and promote Trafford Leisure’s vision, purpose and strategic aims.
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| 1. Undertaking people management activities, including Disciplinary, Absence Management, Capability management, Recruitment, Induction and Grievances.
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| 1. Any other activities as required for your role.
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**YOUR EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND BEHAVIOURS**

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| **EDUCATION AND QUALIFICATIONS** |
| 1. UKCC Level 2 coach in gymnastics (Men’s Artistic, Women’s Artistic or General Gymnastics). Level 3 is desirable.
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| 1. Evidence of ongoing personal development and a personal commitment to undertaking appropriate training to further develop skills and competencies where required.
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| **EXPERIENCE** |
| 1. Gymnastics coaching experience.
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| 1. Experience of managing coaching staff.
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| 1. Experience of customer service, sales skills and exceeding targets.
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| 1. Experience of planning, developing and the delivery of activities and programmes to maximise revenue streams.
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|  **SKILLS AND ABILITIES** |
| 1. The ability to coordinate manage and motivate staff and organise staff rotas.
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| 1. Project management skills and to work effectively as part of a team.
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| 1. Working knowledge of health and safety policies and procedures.
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| 1. Experience of training and developing staff.
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| 1. Remain calm and resilient when faced with challenging situations.
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| 1. Proven ability to communicate effectively, building positive relationships with customers, colleagues, partners and stakeholders.
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| 1. A passion for gymnastics.
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| 1. Confident in using ICT Systems i.e. Microsoft Office, Social Media (Gladstone, Plus 2 etc).
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| **KEY BEHAVIOURS** |
| 1. Self-motivation and personal drive to manage competing priorities and meet deadlines
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| 1. Flexible, creative, and innovative to meet the needs of the business.
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| 1. A professional and customer focussed approach who inspires improvement and development in people, performance, and processes.
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| 1. Personal commitment to ensure activities and services are equally accessible and appropriate to the diverse needs of the customer.
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| **OTHER** |
| 1. If required, a willingness to consent to and apply for an enhanced disclosure check.
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| 1. Ensure the safety and well-being of all individuals by adhering to safeguarding policies, and promptly alert the Safeguard Lead of any concerns, incidents, or potential risks
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