



Falkland Islands Government – Job Description

Job Title:	Deputy Manager		
Department:	Central Services	Section:	Leisure Centre
Reports to:	Leisure Centre Manager		
Grade:	Falkland Islands Government Grade – E	Job Code:	257DM1

Job Purpose

To act as Deputy Manager, taking responsibility for all operational matters arising out of the running of the facilities. To act as the lead administrator providing accurate reports to all other government departments especially the treasury.

The post holder is also the key link person for financial matters and leisure centre administration functions.

Main Accountabilities:

- Supervise, direct and co-ordinate all Front Line Staff within the complex in a professional manner, ensuring a smooth and efficient operation of all facilities.
- Provide training, advice and support to departmental staff on financial matters and use of systems.
- Have an active “hands on” approach in response to peak times and high volumes of customers across the Centre.
- Assist in the management and organisation of the Leisure Centre and its staff. Ensuring that the centre is adequately staffed and that any issues are recorded and reported to the Leisure Centre Manager.
- Monitor routine plant maintenance, procedures and records.
- Working with the Centre Manager Ensure maximum promotion of Leisure Centre facilities and activities, both to the general public and to schools.
- Ensure the cleanliness of the Leisure Centre is of the highest standard at all times.
- Ensure that Normal Operating Procedures and Emergency Action Plans are adhered to when on duty in order to ensure the safety of the staff and general public.
- Deputise as required for the Leisure Centre Manager.



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Main Accountabilities: *(Continued)*

- To be the lead administrator for the centre, which will include the following tasks:
 - Budget Management
 - Using the Dynamics package, maintain process and prepare budget data.
 - Monitor commitments and spend against profile and report budget variances.
 - Prepare monthly budget management reports for the budget manager.
 - Provide data to assist in budget preparation including provision and use of statistics.
 - Financial Record Keeping
 - Maintain accurate financial records of revenue and expenditure, ensuring consistency with Treasury systems.
 - Financial Processing
 - Be responsible for the preparation and processing of payment vouchers, virements, and monthly debtors reports and ensuring the prompt payment of invoices.
- Undertake other clerical and administrative duties as and when required maintenance of filing systems, payroll and HR functions and system support for Sports Booker.
- Carry out non-financial administration as required including payroll.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Please see the enclosed Frequently Asked Questions (FAQ) sheet.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:		Deputy Manager		
Criteria		Essential	Desirable	Assessment Method
Education and Qualifications:				
NVQ level 3 or equivalent in Sport or Recreation or other relevant field or the ability to obtain one		✓		A
National Pool Lifeguard qualification		✓		A
First Aid at Work certificate or the ability to obtain one in a short period		✓		A
Must be capable of working towards a Pool Plant Operator qualification, First Aid at Work Teacher Examiner and STA NPLQ Teacher / Assessor qualification or the ability to complete		✓		I
NVQ 2 or equivalent in Customer Care		✓		A
HND/NVQ 4 or equivalent in a health & fitness or sport discipline			✓	A
ECDL or equivalent			✓	A
Management Qualifications			✓	A
Valid driving licence			✓	A
Coaching qualifications			✓	A
Skills and Experience:				
5 years relevant work experience		✓		A
Experience in a customer service environment		✓		A/R
Good people management and leadership skills		✓		A/R
Supervisory experience		✓		A/I/R
Practical experience of dealing with customers on the front line		✓		A/I/R
Ability to work in and lead a team		✓		A/I/R



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Person Specification:	Deputy Manager		
Criteria	Essential	Desirable	Assessment Method
Skills and Experience: (Continued)			
Ability to manage and motivate teams and individuals	✓		A
Computer literate with all Microsoft Office packages	✓		A
Good spoken and written communication skills	✓		A/R
Experience of working with the general public	✓		A/R
Experience and ability in maintenance and repair in a variety of areas within a busy Leisure Centre		✓	A/I/R
Experience of leisure facility management		✓	A/I
Personal Attributes:			
Must be physically fit for the duties of the position	✓		A/I/R
Must have a pleasant friendly personality	✓		A/I/R
Flexible approach to working hours as long and unsocial hours are often worked	✓		I/R

Method of assessment:

A - Application Form
I - Selection Interview
P – Presentation
R - Reference