



marypeterstrack

Facility

Manager

(Mary Peters' Track & Red Pavilion)

Candidate Information Pack

April 2024





Facility Manager Job Description

Job Description

Mary Peters Track Facility Manager

Job Description

Job Title:	Facility Manager (Mary Peters' Track & Red Pavilion)
Responsible to:	CEO Athletics NI
Rate of Pay:	£32,909 per annum
Annual Leave:	20 days leave plus 11 public holidays
Based at:	Belfast City Council Mary Peters Track, Old Coach Road, Belfast
Working Week:	37.5 hours per week.
Job Purpose:	To be responsible for all aspects of the Mary Peters Track and Red Pavilion, including management of staff and facilities to ensure the effective running of both sites.

ROLES AND RESPONSIBILITIES

Staff Management

- To be responsible for the supervision of all staff and Mary Peters Personnel, to include managing their recruitment and selection, identifying their training needs and drawing up their programme of work.
- Set and manage rotas to accommodate the needs of the track
- To oversee the HR online Holiday and sickness system Breathe
- Ensure all staff adhere to code of conduct and policies and procedures.
- Ensure all relevant staff complete Access NI checks and renew every 3 years
- To ensure all staff complete Health and Safety, Manual Handling, First Aid, Fire and Safeguarding training on a regular basis
- Ensure that regular team meetings are held

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Financial & Administration Management

- Financial management and budgetary control of the Mary Peters Track
- Responsible for the marketing and promotion of the Mary Peters Track
- Responsible for preparing senior management reports for CEO Athletics NI
- Responsible for the management of the Track booking and record keeping.
- To oversee all invoicing, credit card payments and cashing up.
- To use the online Finance procurement procedures with PO/Quotes/Tenders
- Manage the Club funder online membership booking system
- Ensure compliance with all Mary Peters Track policies and procedures
- Manage the office and its equipment, PA and digital media
- Act as an advocate for Athletics NI, ensuring professionalism at all times and maintaining complete confidentiality for any Athletics NI or UKA business.

General Facility Management

- Responsible for all aspects of the maintenance of the full sites (Mary Peters Track and Red Pavilion.)
- Scheduling and managing of maintenance in order to comply with BCC Maintenance Operations
- Manage the facility in accordance to UK Athletics code of conduct and facilities guides,
- To organise and deliver all stages of UKA Track Mark Accreditation Scheme, working with all suppliers.
- Equipment inventory management and procurement
- Manage the facility in accordance to UK Athletics code of conduct and facilities guides, including arranging for Track Mark Certification

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- Implement Mondo surface maintenance recommendations.
- Manage and support staff on maintenance duties
- Manage cleaning of the facilities, managing both cleaning contract and ANI/MPT cleaning staff.
- Manage compliance to COSHH, including storage of chemicals and cleaning materials
- Report on any maintenance issues to Belfast City Council as per the terms of the contract
- Ensure the track, stand and any areas identified as being the responsibility of Athletics NI are kept clean, tidy and free from litter

Bookings & Events Management

- Oversee and maintain booking system and manage bookings. Rota staff accordingly
- Manage customers' needs and maintain records of complaints and compliance
- Generate track activity through community & business events and courses
- Support Athletics NI governing body staff and coaches in the facilitation of talent development, coach education courses and elite programmes of excellence in athletics
- Assist with coordination of all Athletics NI Competitions and Northern Ireland & Ulster Championships hosted at Mary Peter's Track, ensuring all necessary facilities, equipment and staff are available as necessary.
- Organise contractors as appropriate
- Monitor and report on usage as required under FMA. Agree facilities management with Belfast City Council

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Health & Safety

- Ensure staff and facility compliance with legislation and good practice
- Carry out weekly fire checks in accordance with BCC regulations and ensure all staff receive recommended fire training
- Ensure that housekeeping is maintained to a high standard in line with Health & Safety Action Plan.
- Manage First Aid inventory, be responsible for the maintenance of the Defib and ensure staff have relevant First Aid training to meet the needs of the business
- Act as Health & Safety Officer for the Mary Peters Track, ensuring that the stand, track and surrounding areas are kept safe, clear and of an acceptable working standard.

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for the Mary Peters Track from time to time.



Facility Manager Person Specification

Person Specification

Essential Criteria	Desirable Criteria
1.0 Qualifications and Experience	
<ul style="list-style-type: none">• A relevant third level qualification in Leisure or facility management, OR at least a minimum of 3 years' experience in the field of operational and event management and maintenance.• At least one year's team management experience	<ul style="list-style-type: none">• Management of volunteers• At least 4 years' experience in the field of operational and event management and maintenance.
2.0 Knowledge and Understanding	
<ul style="list-style-type: none">• Knowledge of online Membership packages and booking systems• Knowledge of Health and Safety legislation in relation to events and track management including risk assessments• Knowledge of handling Cash, Credit Card, and online payments• Knowledge of Finance Invoicing and Budgets	<ul style="list-style-type: none">• Information gathering for Market Research usage figures• Knowledge of Athletics as a Sport
3.0 Skills	
<ul style="list-style-type: none">• Excellent Communication skills both written and verbal with the ability to deal with a wide range of clients at all levels.• Excellent Time Management skills.• Excellent relationship building skills.• Effective team building skills.• Proficient in the use of Microsoft word, Excel, and PowerPoint.• The ability to manage under pressure and work to targets and tight deadlines.• The ability to work on own initiative and to use initiative to problem solve and make decisions.	To be able to multi task and deal with a wide variety of different elements of the job and stakeholders

Person Specification

4.0 Circumstances

- Access to own transport for work purposes.

This criterion may be waived if a disability prohibits driving. In this case, applicants must have access to a form of transport which allows them to fulfil the requirements of the job in full.

- Ability to work evening shifts and weekends as well as competition days.
- Agree to comply with Access NI Checks
- Key Holder for security and locking up office, Grandstand , Red Pavilion and gates.



Facility Manager How to Apply

How to Apply

Please apply by downloading the application form and monitoring form .

For more information or any assistance on downloading the application forms please email seniorhradvisor@viablecs.org

No CVs will be considered

Interviews will be held at Athletics House, Mary Peters Track, Belfast.

Closing Date for applications is 12 noon on Friday 10 May 2024.

All completed applications to be sent to seniorhradvisor@viablecs.org.

Mary Peters Track is an equal opportunities employer.