

## **Job Description – Underhill Development Manager**

### **Our Development Manager:**

Our Underhill Development Manager will have a wide range of responsibilities, which will change over time, from developing the operation to managing the day to day operation of the new facilities. Whilst this will require a diverse skill set, we believe that the most important requirement is that they will be a people person, someone who is out and about in the park and the community.

We envisage that the person appointed will become a central part of our community, building relationships with local clubs and organisations, schools and businesses, as well as our volunteers and park users.

Our Development Manager will need to be organised, approachable and full of ideas, have an eye for operational detail, be experienced in managing people and have excellent communication skills. Working with Trustees and leading a small team of staff and volunteers, they will be expected to roll up their sleeves and doing whatever is required to ensure the smooth and efficient operation of Underhill.

When the work on Phase 1 is completed, the development will encompass grass sports pitches, seven changing rooms and ancillary facilities, plus a new community café/activity room, a meeting room and public toilet facilities. And funding is currently being sought for a new all-weather pitch.

Whilst it is envisaged that will be a full time role for one individual, it could be suited to two people working part time.

### **Expectations of the role:**

We are hoping to appoint the Development Manager to join us in early January 2023, prior to Mumbles Community Association taking on responsibility for managing Underhill Park. They will therefore play a key role in completing the set up of the Go Underhill operation, prior to the full opening.

### **January – April 2023**

Initially, the focus for the Development Manager will be on ensuring we have everything in place to enable us to open – from risk assessments, through management systems to developing a programme of activity, organising our team of volunteers and ensuring we have all the systems and contracts we need in place. But this isn't about starting from scratch as a lot of work has already been done and is on-going by the MCA Trustees, who will remain involved and supportive, so you will have their skills, knowledge and experience to draw on.

### **April 2023 on**

Once fully open, the role will evolve into managing the people and external contracts involved in Underhill, on-going development of the operation and activities, getting out into the park and community, maintaining good relationships with our park neighbours and users, ensuring they are listened to, and that issues and opportunities are acted on. Reporting back to the Park Management Group, which will include users, sports club representatives and MCA Trustees, you help us ensure we meet and exceed the expectations of our users, funders and the wider community.

<b>Job Title:</b>	<b>Underhill Development Manager</b>
Duration of post:	2 year initial contract
Working hours:	35 hours Hours to be worked flexibly, with the post holder required to work on evenings and weekends as determined by operational requirements.
Responsible to:	Underhill Park Management Committee
Location:	Underhill Park, Mumbles, Swansea
Salary:	£25,000 - £28,000pa, depending on experience + 3% pension contribution

## **Roles and Responsibilities**

### **Main Purpose:**

Development and management of the Hub and sports facilities in Underhill Park, working with the Park Management Committee and Mumbles Community Association (MCA) Trustees to develop a vibrant and successful operation which maximises the potential of the facilities and meets the commitments made to the main grant funding bodies.

### **Specific Responsibilities:**

As this is a new role in a new operation, the following anticipated responsibilities could evolve, and the person appointed will be expected to take on any other tasks which emerge as the role and operation develop.

- Manage the day to day operation of Underhill Park and Hub, ensuring it runs efficiently and smoothly to provide an excellent experience for all users and park visitors
- Develop and oversee the programme of activities taking place in the park and the Hub, that maximises income generation whilst ensuring it delivers on the commitments given to The National Lottery in terms of opportunities, engagement and meeting community needs
- Develop and maintain excellent links with the sports club already using the park
- Develop relationships with new potential user groups including schools, interest and hobby groups, health service providers, and with activity organisers who are interested in hiring the facilities
- Working with Café Manager and MCA Trustees, develop the marketing & PR for the park and Hub and ensure information is regularly communicated via website, social media channels and regular newsletter
- Oversee the work of the Café Manager, taking on their responsibilities to cover holiday or other absences
- Take on the role of 'Premises Manager' for the Underhill Hub
- Further develop and manage a team of volunteers and develop the volunteering opportunities in Underhill
- Ensure that all health & safety and other statutory requirements are being met
- Ensure that anyone working, volunteering, or providing services on site has the necessary training or qualifications for the work they are undertaking

- Ensure the facilities are kept clean and in good condition, addressing any issues which need to be actioned and reporting any major issues to the Park Management Committee
- Manage and monitor the budget for the operation
- Prepare formal quarterly reports on activity levels and types, user numbers, user satisfaction, volunteering opportunities and volunteer activity, in each case with specific reference to those under the age of 25
- Provide ideas and input for the Business Development plan for Underhill Park, which is overseen and agreed by Trustees
- Ensure MCA's commitment to equal opportunities for all and use of Welsh are being fulfilled

### **Experience, Skills and Qualifications**

#### **Experience in:**

- Managing multi-use public facilities, with experience in a sporting environment desirable but not essential
- Developing and maintaining relationships with partners, community groups, local authorities and other stakeholders
- Managing people, including volunteers

#### **Knowledge & Skills**

- Excellent communication skills, written and verbal
- IT skills, Microsoft Office & ideally Website management
- Cultural sensitivity in building relationships and engaging people from diverse backgrounds
- The ability to communicate through medium of Welsh is desirable

#### **Qualifications**

- Either in facilities management or community development
- Personal licence – either existing or willingness to secure

#### **Personal attributes**

- Passion for Underhill and the potential of the development
- Self-management and motivation
- An eye for operational detail
- Prepared to roll up your sleeves and get stuck in
- Flexible and approachable

### **Employment Terms and Benefits**

- Hours to be worked flexibly, including weekends and some evenings, with 2 days off each week
- You will be a designated key holder and may get called out at unsociable hours, to attend an emergency
- 28 days holiday, including bank holidays, some of which you will be required to work
- 3% pension contribution

**Please note that the successful applicant will need to agree to be DBS checked**