



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	LC Sports & Lettings Manager
Salary/Grade	SCP 14 (£30,515) – SCP 17 (£32,045) FTE plus bonus scheme Actual salary £21,443 - £22,518)
Working Time	Part-time (26 hours per week)
Reporting to	Business Manager
Liaising with	All staff and external agencies
Disclosure level	Enhanced

Summary of the overall purpose of the job

Oversee and manage Liverpool College gym, sports facilities and lettings; to maximise income by identifying new opportunities and generating new business. Liaise with customers and members to ensure satisfaction and manage the LC Sports team.

Lead the LC Sports team ensuring they have appropriate training and skills.

Key responsibilities and objectives of the job

- Oversee and manage the facilities for LC Sports gym and lettings facilities.
- Foster a positive atmosphere that encourages member engagement and retention.
- Ensure all equipment is well-maintained, safe, and available for use by members.
- Ensure the correct equipment is available and ready for use depending on customer needs.
- Monitor standards of cleanliness, hygiene and presentation across all facilities and liaise with cleaning/estates teams as required.
- Develop, deliver and lead tailored fitness programmes and classes that meet the individual needs and goals of our members.
- Actively market our facilities and increase customer base.
- Update and maintain the LC Sports website and social media platforms, ensuring content is accurate, engaging and up to date.
- Support promotional campaigns, open days, events and initiatives designed to increase participation and membership.
- Plan and coordinate sporting events, competitions, activities and community programmes.
- Oversee and manage the lettings booking system and associated email account, responding to customer enquiries and liaising directly with customers to coordinate and fulfil their booking request.
- Provide a high standard of customer service, deal with enquiries and complaints professionally, and ensure members and

hirers have a positive experience.

- Assist in recruiting, training and mentoring new staff members to uphold company standards.
- Lead and manage the LC Sports & Lettings team, providing guidance and support to ensure high performance.
- Maintain an organised schedule for staff shifts and training sessions.
- Conduct regular team meetings to discuss goals, challenges, and strategies for improvement.
- Track and monitor lettings income.
- Manage budgets.
- Responsible for invoicing and charging customers using our finance system.
- Debt management.
- Follow, implement and regularly review relevant operational policies and procedures.
- Maintain accurate records and provide regular reports on memberships, lettings, income, attendance, incidents and facility performance.
- Act as a designated key holder and be responsible for the college premises.
- Ensure that buildings and the site are secure, liaising with the estates team to take remedial action if required.
- Undertake regular health & safety checks of the buildings, grounds and equipment including compliance with fire safety regulations.
- Ensure staff are familiar with emergency, fire, first aid, accident reporting and evacuation procedures.
- Be a designated first aider and fire marshall.
- Complete, review and maintain appropriate risk assessments and ensure staff follow relevant procedures
- Maintain confidentiality.
- To have a continuous improvement approach to all processing, making suggestions for improvements/refinements to the current working processes as appropriate.
- Promote and maintain a safe environment for children, young people and vulnerable adults, following relevant safeguarding policies and procedures.
- Must undertake and maintain all relevant training, including First Aid, Fire Safety, Health & Safety, and any other training required for the role.
- Such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.