



## Strategic Operations Director

£33,000-£37,000pa (plus benefits)

### Overview

Rossendale Leisure Trust is an ambitious and rapidly changing charitable organisation with a mission is to provide 'Health, Fun and Happiness for every one through Charitable, Community Leisure'.

The Leisure Trust operates two core venues, and four additional facilities through strategic partnerships with other local organisations which were added to the portfolio in the last 12 months. Facilities include four gyms, two pools, an indoor climbing facility, laser tag, ski centre, events venue, and a wide range of indoor and outdoor traditional sports.

In partnership with Rossendale Borough Council, the Trust is also delivering a multi-million pound health and wellness day spa, due to be open in autumn 2020.

All profit generated are reinvested back into the Trust ensuring we develop long term sustainability. This allows us to innovate and expand, making sure anyone and everyone can enjoy a great leisure experience no matter where in the valley they reside in.

Rossendale Leisure Trust employs over 200 local people and one of our top priorities is developing our people; and giving them an opportunity to build a career in the leisure industry.

### The Role

We are looking for an ambitious, innovative and creative leader, who can adapt to new situations and provide leadership to a young and enthusiastic workforce. The candidates should have experience of developing projects and new business cases, overseeing business operations and managing people. We're looking for someone who is passionate about wellbeing and committed to providing mentoring and support to employees. A passion for local communities and charitable objectives is essential.

This is a permanent position. Rossendale Leisure Trust is part of the Local Government Pension Scheme. The Trust offer flexible working and are open to discussions around a shared post or part time hours.

For more information and to arrange a time to discuss the post please contact;

Ken Masser  
Chief Executive  
Rossendale Leisure Trust  
[Ken.masser@rltrust.co.uk](mailto:Ken.masser@rltrust.co.uk)

### Applications

Applications in the form of CV and covering letter should be submitted by email to [ken.masser@rltrust.co.uk](mailto:ken.masser@rltrust.co.uk)

### Closing Date

12pm Friday 31st May 2019



## Job Description

<b>JOB TITLE</b>	Strategic Operations Director
<b>SERVICE AREA</b>	Leadership
<b>RESPONSIBLE TO</b>	Chief Executive
<b>RESPONSIBLE FOR</b>	Management Team and Strategic Projects

### SUMMARY OF MAIN DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY:

#### **JOB PURPOSE/ROLE SUMMARY**

Work alongside the Chief Executive to oversee operations at all Leisure Trust Facilities and develop strategic projects and initiatives.

#### **KEY RESPONSIBILITIES**

Work with and under the direction of the Chief Executive to oversee the Leisure Trusts operations through the existing management team. Lead the Trust forward, showing leadership, motivational and management skills to define Trust wide culture. Identify and develop strategic partnerships and initiatives aligned with the Leisure Trusts vision and objectives.

#### **Strategy and Planning**

1. Contribute to the strategic development plans of Rossendale Leisure Trust by exploring opportunities for the Trust to grow through new business lines and additional services.
2. Lead the preparation and implementation of a rolling business plan to develop a dynamic, flexible, sustainable and adaptable business; to be agreed by the Chief Executive and Board of Trustees.
3. Develop relationships with key stakeholders and leverage investment into the Leisure Trust through key funding partners.

#### **Operations**

4. Monitor operational key performance indicators and implement strategies to ensure optimum performance of assigned facilities and operational initiatives.
5. Act as a point of contact for Sports and leisure Facility managers, and community sports initiatives of the Trust.
6. Lead the Trusts digital innovation projects and the development of a robust IT infrastructure.

#### **Staff Management and Development**

7. Oversee the work of assigned members of the management team.
8. To develop a policy for the appropriate involvement of volunteers within the business, and implement the agreed policy.
9. Lead the Trust's staff development programme and apprenticeship scheme.



**Other**

10. Prepare reports for the Board of Trustees, and other stakeholders as required.
11. Cover responsibilities within the management team during periods of sickness or holiday as assigned
12. To be responsible for any other issues, which may arise from time to time, commensurate with the post.

**SUMMARY OF MAIN DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY:**  
**ALL ROSSENDALE LEISURE TRUST EMPLOYEES**

- To undertake any training and development as required by Rossendale Leisure Trust Ltd.
- To work five days out of seven, in any one week.
- To work at any of Rossendale Leisure Trust's facilities, as and when required.
- To work outside normal hours of work, as and when required,
- To abide by all Health & Safety legislation and all Policies and Procedures of Rossendale Leisure Trust Ltd.
- To maintain confidentiality and discretion in respect of the Trust's operation of its business affairs.
- To achieve and provide the highest possible standards in customer care.
- To undertake any other duties, which may fall within the nature, scope and skill levels of the post.

**MEASUREMENT:** Objectives and targets will be agreed and formally reviewed on a regular basis as part of the Trust appraisal process.

**CONFIDENTIALITY:** All information concerning the company business, employees and customers must be treated with the strictest confidentiality at all times

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes to the post holder's responsibilities.

**EQUALITY ACT 2010:** Where appropriate, the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.

**DATED:** 01/05/2019