

Henleaze Swimming Club - Job Description

Henleaze Swimming Club is based at Henleaze Lake, Lake Road, Bristol BS10 5HG. The Club is constituted as a Registered Charity and Company Limited by Guarantee, and is directed by an Executive Committee.

Job Title:	Grounds and Water Manager
Place Of Work:	The Grounds and Water Manager will mainly work at Henleaze Lake. Some homeworking may be possible: the Club will supply the necessary equipment to allow this.
Accountable to:	General Manager
Responsible for:	N/a
Hours of Work:	An average of 12 hours a week over a year. Some flexibility will be required as the work load will vary over the year. Some evening and weekend working will be required.
Contract Terms	2 year fixed term from the date of appointment. Subject to an initial 6 month probationary period.
Main Roles & Responsibilities:	To carry out grounds and water management/maintenance tasks including supervising volunteers and contractors.
Salary:	£6,900 to £7,254 per annum for 12-hours per week. Wages are paid monthly in arrears. Salary will be reviewed annually from the date of appointment.
Holiday Pay:	Not less than the statutory minimum. Holiday entitlement is currently 12 days per annum.
Sick Pay:	Statutory minimum
Pension:	Stakeholder registered pension with NEST. Employer contribution in line with pension regulations.
Grievances:	In the first instance, any grievances or queries about your employment should be addressed to the designated Executive Committee member. Otherwise please refer

Description of duties and responsibilities

General

- Attend Environment subcommittee meetings
- Development of written grounds and water management policies with Environment subcommittee

Grounds

- Arrange and supervise grounds working parties with groups of volunteers
- Facilitate and supervise gardener and part timer groundsman
- Carry out grounds maintenance tasks
- Liaise with neighbours and tree surgeon to manage Lake trees
- Planning of ground maintenance and enhancements with Environment subcommittee

Water

- Monthly water quality sample collection and data recording
- Weekly water quality measures and data recording
- Arrange and carry out water quality improve programme actions e.g. Aquatic chalk application, aquatic plant harvesting
- Flood prevention i.e. pump operation as and when necessary

Public Relations

- Act as first point of contact for any requests from nature groups for access to the Lake.
- Arrange and lead nature guided tours for schools, nature and other groups

The Club reserves the right to delegate other tasks to the post holder, which may be accomplished within the contracted hours.

Key Competences

- Nature conservation or grounds management experience
- Practical grounds maintenance skills
- Ability to effectively deal with a wide range of stakeholders
- Ability to work both under direction and on own initiative within Club policies and rules
- Ability to supervise volunteers, contractors and other staff
- Awareness of Health and Safety regarding grounds and water based activities
- Awareness of biosecurity in relation to grounds and water

Key Skills

- Word-processing (Microsoft Word)
- Spreadsheets (Microsoft Excel)
- Email
- Planning & organising
- Good written and verbal English
- Risk Assessment
- Basic First Aid
- Driving License

NB Training will be provided where appropriate.