

Henleaze Swimming Club Job Description

Job Title:	Grounds Manager
Place Of Work:	The Grounds Manager will mainly work at Henleaze Lake. Some homeworking may be possible: the Club will supply the necessary equipment to allow this.
Reports to:	General Manager
Responsible for:	n/a
Hours of Work:	You will work an average of 16 hours per week; hours can vary throughout the year.
Contract Terms	Permanent position, with a 3-month probationary period (a weeks' notice by either party within that).
Main Roles & Responsibilities:	To carry out grounds and water management/maintenance tasks including supervising part time grounds helpers, ad hoc contractors and occasional volunteers.
Salary:	£16,500 per year. Wages are paid monthly in arrears. Salary will be reviewed annually from the date of appointment.
Holiday Pay:	Holiday entitlement of 89.6 hours (inc. bank holidays) – pro-rated in line with 35 hours full time equivalent.
Sick Pay:	Statutory minimum
Pension:	You will automatically be enrolled into the Club's pension scheme with Nest; you have the right to opt out.
Main responsibilities	<ul style="list-style-type: none"> • Day to day management of the grounds and water of Henleaze Swimming Club. • Managing the Club's boundary and cliff-top land, including liaising with neighbours and tree surgeons regarding tree management. • Leading efforts to manage biosecurity any non-native invasive species present on-site. • Conducting monthly and weekly water quality sampling and maintaining accurate data records. • Executing water quality improvement actions, such as aquatic chalk application, plant harvesting, and floating island maintenance. • Operate flood prevention pumps as needed. • Promoting and supporting occasional educational activities, including nature tours and supporting existing bird and bat surveys. • Arranging and supervising volunteer groups and grounds workers.
Essential skills	<ul style="list-style-type: none"> • Grounds management and horticultural experience. • Practical grounds maintenance skills. • Ability to work and engage with others, including members, volunteers, contractors, neighbours. • Awareness of Health and Safety regarding grounds and water-based activities.
Desirable skills	<ul style="list-style-type: none"> • An RHS or similar qualification. • Knowledge of biosecurity and non-native invasive species. • Water testing and management skills. <p>The Club will support the training and development of the right candidate if necessary.</p>