

Now Recruiting...

Centre Manager

FTE – 39 hours per week

The I Can Therapy Centre is an exciting new venture in Sheffield, operated by independent charity Valley Leisure Ltd in collaboration with Sheffield Neuro Physiotherapy, aiming to provide a specialist exercise rehabilitation service for those looking to move more and feel better with a view to enabling people to live as independently as possible, as well as possible, for as long as possible.

The Centre Manager is a pivotal new role for Valley Leisure Ltd and the new Centre in Sheffield and will be at the forefront of managing the effective, efficient and customer focused day-to-day operations of the I Can Therapy Centre in Sheffield.

This is an exciting opportunity for an experienced manager, supervisor or co-ordinator looking to develop or progress into a management position.

Ideally the successful candidate will hold experience in the health, exercise, fitness, leisure or sport sector and will be key point of contact for overseeing and progressing the ongoing development of the Centre.

This role will include ensuring excellent customer service is provided to all users, managing a small team of staff and ensuring that an effective administrative and cash handling procedures is adhered to. The successful candidate will be experienced in effectively managing the day-to-day interface with centre users, service providers, colleagues and the general public.

Suitable candidates will possess the following:

- Passionate about delivering excellent customer service and consistently high standards
- Experience working in the health, wellness, fitness, exercise, leisure or sport sector
- Experience of coordinating or managing people
- An understanding of the benefits associated with being active and keeping healthy and well
- An understanding and empathy towards older, disabled or less able customers
- An understanding of volunteering and the benefits that volunteers can bring to an organisation
- Excellent personal and inter-personal; written and verbal communication skills
- Excellent listening skills with the ability to adopt appropriate style and methods of communication
- Excellent organisational skills including administrative, resource and time management, ability to establish and coordinate systems and processes, IT skills including Microsoft Office applications
- A team player able to work well with others within and outside of the team
- Self-motivated with the ability to set and manage priorities
- A flexible approach to work and a changing environment

For more information please call 01264 568194 or to apply, please send your written application including CV and covering letter to:

Nicola Grimison, HR & Implementations Manager or Liz Murray, Community Health Development Manager

ngrimison@valleyleisure.com or lmurray@valleyleisure.com

**Deadline for applications is Friday 10th May 2019
Interviews to take place on Tuesday 21st - Thursday 23rd May 2019**