

## **Sports Manager**

Position Type: Part time (4 days a week)

Location: Marlborough Sports Garden, SE1

### **About Bankside Open Spaces Trust (BOST)**

Bankside Open Spaces Trust (BOST) is an environmental and volunteering charity founded in 2000 by local residents to make the SE1 area greener, healthier, and more vibrant. Our flagship site, Marlborough Sports Garden (MSG), is a public open space offering high-quality sports facilities for local communities, schools, and commercial users.

### **Job Purpose**

The Sports Manager is responsible for the day-to-day management, development, and delivery of sports activities and events at Marlborough Sports Garden. Working closely with the Head of Sport and Development, the postholder will ensure the site operates safely, efficiently, and sustainably, supporting both community engagement and income generation.

The role combines sports programme management, operational site oversight, partnership working, and event delivery to ensure MSG continues to thrive as a high-quality, inclusive community sports facility.

### **Key Responsibilities**

- Manage and oversee the delivery of sports programmes, coaching sessions, events, and venue hire at MSG.
- Support the development and implementation of the sports strategy, identifying opportunities to grow participation, partnerships, and income.
- Plan, manage, and deliver key events including sports festivals, school sports days, and corporate events.
- Manage booking enquiries, customer queries, and complaints, ensuring a high standard of customer service.

- Supervise the site and facilities to ensure safe use, cleanliness, and security, and manage cleaning staff accordingly.
- Ensure compliance with all health and safety, safeguarding, and operational procedures.
- Respond to incidents and emergencies, escalating issues where necessary.
- Maintain equipment and storage areas, ensuring they are safe, clean, and accessible.
- Liaise with community groups, schools, commercial partners, funders, and local stakeholders.
- Represent BOST at external meetings and events relevant to the role.
- Support budget management for sports programmes and events, working towards financial sustainability.
- Maintain accurate records for monitoring, evaluation, and reporting purposes
- Support the delivery of volunteering opportunities linked to sports activities.
- Contribute to the promotion and development of MSG and BOST's wider work.
- Collate monitoring and evaluation of information provided by participants and use it to produce reports that demonstrate impact, inform service development, and support funding and stakeholder reporting.

### **General Responsibilities**

- Champion the aims and values of Bankside Open Spaces Trust.
- Promote equality, diversity, and inclusion across all activities.
- Foster a positive, enabling working environment for staff, volunteers, and partners.
- Carry out all duties in line with BOST policies and procedures.

Such other duties which may be required from time to time by the Line Manager.

## **Person Specification**

### **Essential:**

- Experience managing sports programmes, events, or community facilities.
- Strong organisational and planning skills, with the ability to prioritise and work under pressure.
- Excellent communication and interpersonal skills.
- Strong customer service and negotiation skills.
- Good understanding of health and safety requirements, including risk assessments.
- Ability to work outdoors in all weather conditions.
- IT literacy, including Microsoft Word, Excel, and email.
- IT literacy, including experience using online booking systems for sports or leisure facilities
- Emergency First Aid qualification.
- DBS check (or willingness to obtain).
- Commitment to equality, diversity, and inclusive participation.

### **Desirable:**

- Experience managing an open space or sports facility.
- Experience working with diverse communities and stakeholders.
- Experience supporting income generation or venue hire.