

JOB DESCRIPTION



POST TITLE: Chief Executive

RESPONSIBLE TO: The Chairman and Board of Pendle Leisure Trust.

RESPONSIBLE FOR: All employees and activities of Pendle Leisure Trust.

JOB PURPOSE:-

Responsibility for the overall effective management and future direction of the business and activities of Pendle Leisure Trust. To advise and report to the Board on operational and strategic issues which ensures it meets its objectives and responsibilities to its community, partners and statutory bodies.

Continue to develop the Trust's Business Plan and ensure the aims and objectives of the Trust are reflected in the strategic management, planning and delivery of service whilst ensuring the services provided by the Trust are efficient, effective, responsive and designed to meet customer needs and expectations.

MAIN DUTIES AND RESPONSIBILITIES:-

1. To ensure policies, rules and procedures are developed, implemented and reviewed to cover the legislative and statutory requirements of the business.
2. Responsibility for the overall management of Sports, Arts, Entertainment and Health initiatives. To ensure that performance measures and quality assurance targets are met, services are delivered efficiently and cost effectively, and that the business is continually improved and developed to meet the diverse needs of the local community.
3. To lead and co-ordinate Pendle Leisure's Management Team, to enable it to produce unit business objectives and delivery plans, and once agreed ensure effective implementation to achieve performance measures.
4. To implement effective partnership working with Pendle Borough Council, customers and other key organisations, both locally and on a regional basis, on planning and product development issues. To implement a strategy for joint working and effective communications both within and outside the organisation.
5. Responsibility for preparing the annual budget, negotiation of grant with Pendle Borough Council and ensuring prudent financial management arrangements are implemented.
6. Seek out and secure grant funding opportunities for projects and services that support the overall health and wellbeing of our customers.
7. Ensure development and training of staff to enable the service to meet the organisational aspirations of the Trust and the required standard of service delivery. Ensure facilities operate within relevant legislation, particularly as regards, financial, health and safety and equality issues.

8. Ensure appropriate liaison with the Trust's external auditor, legal advisor, Charities Commission and other statutory agencies.
9. Preparation and presentation of monthly reports keeping the Board fully informed of performance and related matters (eg policy, strategic, operational and financial issues), and ensuring that decisions of the Board and associated working groups are implemented effectively.
10. To represent Pendle Leisure and actively promote the work of Pendle Leisure at presentations, seminars and meetings.
11. To ensure that the Trustees and Management Team carry out their duties and responsibilities within the objectives of Pendle Leisure's Rules.
12. To ensure Pendle Leisure fully meet all statutory responsibilities, legal obligations including health and safety, and observe all relevant codes of practice.
13. To identify and report opportunities that may enable the Trust to expand its business in line with its rules and objectives.
14. To carry out such other duties as reasonably correspond to the general remit of the post and are commensurate with its level of responsibility.

HEALTH AND SAFETY

You are accountable and have overall responsibility for health and safety and shall:-

- Lead by example in actively promoting a health and safety culture within Pendle Leisure Trust.
- Ensure that appropriate policy, organisation and procedures exist and are adhered to.
- Ensure that adequate resources are made available so that health and safety responsibilities can be fulfilled.
- Ensure that adequate means are in place, which will enable management, employees and their representatives to work together in ensuring the health, safety and welfare of all employees, contractors, visitors and any others who may be affected by the work activities of Pendle Leisure Trust.
- Ensure that this policy is monitored on a regular basis and is reviewed in line with the results of such monitoring and with the development of best practice and health and safety legislation.

SAFEGUARDING

You are accountable for ensuring that the Safeguarding Policy, as documented in your staff handbook, is embedded in all that you do to ensure the safeguarding of our clients and customers.

Post Holder's Signature: _____ Date: _____

Chairman of the Board's Signature: _____ Date: _____

June 2024

PENDLE LEISURE TRUST

PERSON SPECIFICATION

POST TITLE: Chief Executive

	PERSONAL REQUIREMENTS OF POSTHOLDER	CATEGORY
1.	Educational Standard/Qualifications/Membership of Professional Institutions:- a) Diploma of ISRM or ILAM or similar professional body b) MBA/DMS/CMS, relevant subject or equivalent.	E E
2.	Experience:- a) Management at senior level for a minimum of 5 years b) Experience of leading a large and diverse workforce c) Experience of working within the Leisure Industry d) Proven track record of managing change e) Experience of writing and presenting reports at committee/board level f) Experience in marketing techniques g) Experience of business planning h) Experience and success in a competitive business. i) Success in securing and managing multiple funding streams. j) Accomplished in collaborative working with health agencies, NHS, PCN's etc.	E E E E E E E E E E
3.	Skills:- a) Good oral and written communication skills b) Good organisational and motivational skills c) Good negotiating and problem solving skills d) Ability to research, prepare and write strategic, business and service development plans. e) Understand and interpret financial accounts. f) Be aware of and implement marketing strategies including the marketing mix, research and branding. g) Demonstrate a high level of analytical skills and problem solving. h) Demonstrate high levels of integrity and be politically aware.	E E E E E E E E
4.	Knowledge:- a) Budgetary control procedures b) Leisure issues in the public and private sector c) Proficient in securing health funding.	E E E
5.	Work Relating Circumstances:- a) Ability to work unsociable hours as and when required.	E
6.	Equality:- a) Commitment to achieving equality in Leisure services.	E

June 2024