

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Director of Leisure and Environment
Grade:	SCP 42 - 45 £50,512 - £54,017
Hours of Work:	37 hours per week (occasional evenings and weekends)
Annual Leave Entitlement:	22 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Chief Executive/Town Clerk
Responsible for:	Leisure and Environment Directorate

Main Purposes of the Role

To lead and manage the teams within the Leisure and Environment Directorate.

To work with the Chief Executive/Town Clerk to develop and implement strategic objectives across the range of functions and services across the Leisure and Environment Directorate.

To work as part of the leadership team, contributing to the achievements of Yeovil Town Council's objectives.

Overall Responsibilities

To be responsible on a day-to-day basis for all aspects of the Leisure and Environment Directorate including (but not limited to) Yeovil Country Park (and café), Yeovil Recreation Centre (and café), Open Spaces and Play Areas, in accordance with policies of the Council, legal requirements and best practice.

Summary of Responsibilities and Duties of the Job

1. To lead the management and delivery of the Leisure and Environment Directorate.
2. To represent the Council on a senior level on matters relating to leisure and environment.

3. To develop the Leisure and Environment Directorate's business plan, service plans, service standards, work plans and prioritisation.
4. To ensure performance monitoring and reporting is well managed; and measured against the service business and delivery plans.
5. To input into the Council strategies, policies and ambitions as necessary.
6. To plan events and projects over the medium to long term.
7. To ensure that the Council's priorities are delivered to a high quality, professional standard and appropriately budgeted for, and to look at innovative financing solutions and explore new opportunities.
8. To manage and develop services so that they maximise commercial opportunities.
9. To lead the income generating services in a commercial, professional, responsive, competent, timely and cost-effective manner.
10. To manage contracts and procurement (in consultation with the Deputy Responsible Finance Officer) across the Leisure and Environment Directorate
11. To manage budgets and financial resources.
12. To identify and lead on applications for relevant external sources of funding.
13. To take a strategic lead on the environment and carbon neutrality.
14. To work with governing bodies and accreditation systems to ensure high-quality facilities for sport.
15. To manage successful greenspaces.
16. To raise the profile and reputation of the Council by working closely with key partners as required.
17. To provide advice and support to relevant community and voluntary organisations in order to improve the leisure offerings at all sites.
18. To manage the Leisure and Environment Directorate, ensuring the effective delegation and allocation of responsibilities and activities.
19. To oversee that work is scheduled and allocated to the team on a daily basis.
20. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match responsibilities reflecting the outcomes of annual appraisals.
21. To ensure Health and Safety compliance and risk management is embedded at all levels of operations across the directorate.

22. To ensure the team's working environment meets general health and safety standard and is presentable at all times and to ensure teams are aware of health and safety responsibilities.
23. To prepare in consultation with the Chief Executive/Town Clerk and other officers as appropriate, reports for meetings of the Council
24. To monitor and review relevant current legislation and to keep up to date with changes and advise accordingly.
25. To attend meetings and present reports as appropriate.
26. To attend relevant training courses as required.
27. To undertake any other duties appropriate to the post, as directed by the Chief Executive/Town Clerk.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

April 2024