



SOUTH WEST

MARITIME ACADEMY

South West Maritime Academy
Cromhall Quarry
Woodend Lane
South Gloucestershire
GL12 8AA

T: 01454 260 130

www.SouthWestMaritimeAcademy.co.uk

Leisure & Water Events Manager

Job Type:

Full Time, Permanent.

Salary:

Competitive + Package + Pension

Who are we:

South West Maritime Academy is based in South Gloucestershire and is a business that not only specialises in Maritime Safety Training for seafarers, but also operates one of the South Wests' premier outdoor leisure facilities, based in and around our picturesque Cromhall Quarry lake.

The lake already hosts open water swimming, diving, open water events, fitness training, SUP sessions, triathlons and there is scope to develop this further.

We are looking to fill a management position within our team, to manage these leisure activities and to help develop the business further.

Job Description:

As our Leisure and Water Events Manager, you will be the hub and first point of contact for the leisure activities at SWMA. Managing weekly swimming and diving sessions, helping arrange and host open water events, liaising with businesses to ensure the lake is fully utilised, you will be the 'go to person'.

You will carry out a range of tasks within this exciting role, including:

- Management and operation of the lake on a day to day basis
- Ensuring the lake set up is clean, tidy and fit for purpose, highlighting and addressing any issues as they arise
- Managing the staff team, rosters, and staffing levels, encouraging all staff to fulfil their roles
- Working alongside the office and operational teams at SWMA to help best use the lake area, to coordinate bookings from other lake users, and to balance the use of the available water body between different elements of the business
- Liaising with businesses who currently use the lake and carrying out business development activities to ensure the lake is fully utilised to its potential. This may include liaising with dive schools, swimming clubs, SUP providers, TV production companies and more!
- Identify new potential activities that could benefit the lake and assess the feasibility of them
- Planning for sessions, ensuring that the lake and surrounding area is ready and staffed, and that all staff understand their roles and responsibilities
- Ensure the safe operation of the lake and the safety of all lake users



- Social media management of the lake and its' presence across a range of social media platforms, providing regular posts and content, as well as other online marketing as appropriate
- Managing health and safety requirements and correctly addressing any issues that may arise, following company Health and Safety recording and reporting procedures
- Planning sessions each week/weekend and setting them up on the website, ensuring all bookings are processed and queries responded to
- Sharing details of these sessions on the appropriate social media channels
- Developing marketing and promotional materials for the lake and events as required
- Organising special or specialised events for swimmers and divers (and other users) such as races, socials, seasonal themed sessions and open use sessions over and above our 'standard' current sessions

In return, you'll get:

Competitive salary with pension

Flexible working hours – we realise that this role isn't always a Monday to Friday thing!

28 days holiday a year.

A workplace that is something rather different from most – lakeside and picturesque!

Opportunities to gain extra skills and training through SWMA's training facilities.

Skills – What We Are Looking For

Essential:

- Experience in a similar or management role
- Experience managing a team
- A keen interest in water and leisure activities
- Ability to build strong working relationships with customers, clients and staff
- Flexible, adaptive mindset and approach to challenges
- Customer focused 'can do' attitude, being prepared to get hands-on with the role if and when required
- Excellent customer service and communication skills
- A desire to learn, develop and to grow into the role
- Attention to detail in all aspects of work and areas of responsibility
- Computer literate, with understanding of Microsoft Office and social media platforms





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Desirable:

- Recognised management qualification or certification
- Basic computing skills
- Experience working collaboratively as part of a team with excellent communication
- The ability to work independently and take initiative when required
- The ability to work to high standards and maintain own competencies
- The ability to organise and prioritise, with high time management skills
- The ability to remain calm under pressure

Sound like the role for you?

If this exciting opportunity is a fit for your skill set and you feel you could become an integral part of the dynamic and friendly team here at SWMA then we'd love to hear from you.

Please send your CV and a covering letter to info@southwestmaritimeacademy.com

