

JOB PROFILE**Post No.****Post Title:** Leisure Services Manager**Division/Team:** Sport and Recreation**Grade:** Grade H**Service:** Leisure and Wellbeing**Reports to:** Chief Officer Leisure & Wellbeing**Issue Date:** December 2025**PURPOSE OF THE JOB**

Rugby Borough Council has a strong sport and recreation department that prides itself on its strong track record of delivery and the ability to generate income. The post holder will be instrumental in ensuring the continued success of Council owned leisure centre 'The Queen's Diamond Jubilee Centre and the strategic development of any further facilities to support the population growth of the Borough.

The Leisure Services Manager will be the strategic lead and co-ordinator for Sports and Recreation Services within the borough in respect of corporate activities, initiatives for young people, development of sports and recreation, active lifestyles, play development and event programming.

The post holder will directly lead the Sport and Recreation section on ensuring the Council deliver the outcomes of the Corporate Strategy including contributing to Health and Wellbeing, Climate and Organisational outcomes. Primarily implementing local and national priorities relating to sport and physical activity on behalf of Rugby Borough Council including the Playing Pitch and Built Facilities Strategies. Delivering against the Sport England strategy for increasing sport and physical opportunities for residents of the borough.

The post holder will oversee the implementation of a town centre event programme, working with local partners and businesses to support the delivery of The Rugby Town brand.

The post holder will support the Council's continued efforts to improve the health and wellbeing of the residents of the borough, including support to the Rugby Place Partnership.

The post holder will support the Chief Officer in respect of the Queen's Diamond Jubilee Centre for the monitoring of the contract with GLL to deliver leisure services.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To lead the work of the Sport and Recreation section relating to local, regional and national priorities for sport, physical activity and active lifestyles.

- 1.2 To support the delivery of the Rugby Place Partnership on behalf of the leisure services provided by the Council.
- 1.3 To support sports clubs and organisations with capital and revenue funding applications to external funding providers and to actively seek inwards investment into the Borough
- 1.4 Responsibility for managing and updating the Council's Built Facility and Playing Pitch strategies in line with Sport England guidance.
- 1.5 Responsibility of co-ordinating the section's work towards increasing the percentage of Borough residents regularly participating in sport and physical activity.
- 1.6 To be responsible for the development and promotion of the Council's sports, recreation, active lifestyles and play initiatives within the Borough.
- 1.7 To be responsible for liaising with GLL for the monitoring of the QDJC management contract and the implementation of the GLL Legacy strategy
- 1.8 To lead on the Council delivering key initiatives to deliver healthy outcomes for the residents of the borough.
- 1.9 To collaborate across the wider health and well-being system, working with multiple partners to address health inequalities in the borough
- 1.10 To oversee sporting competitions and special events led by, or supported by the Borough Council such as the Tour of Britain.
- 1.11 To be responsible for actively seeking out external funding opportunities for new projects and making funding applications.
- 1.12 To be responsible for the overall promotion of the Council's sports & recreation activities and The Rugby Town activities.
- 1.13 To implement and update procedures for the sports and recreation section relating to staff and volunteer inductions, training and development policies.
- 1.14 To be responsible for the preparation of annual budgetary estimates for areas within the post holder's responsibility.
- 1.15 Preparation of Committee reports and attendance at Committee meetings as required.
- 1.16 People management responsibilities including recruitment, absence management, performance management, disciplinary, personal development reviews, with the advice and guidance from HR
- 1.17 To ensure that statistical evidence is collated for performance indicators, other performance management analysis is undertaken and that evaluation procedures are followed for each course or event.
- 1.18 To maintain a continual review of charges for facilities under their control and to recommend change if necessary.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 The post holder will be responsible for deputising as the Council's Safeguarding Policy and named within the Safeguarding Policy.
- 2.2 To assist the Chief Officer Leisure & Wellbeing with the forward planning and development of the service and leisure facilities within the Borough.
- 2.3 To represent the service at meetings, seminars and conferences specifically concerned with sports and recreation issues.
- 2.4 Ensure that the training and development needs of employees are identified and that the relevant support is provided.
- 2.5 To be aware of Health and Safety legislation and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.6 To be on call for emergency duties as necessary.
- 2.7 Such other duties as the Chief Officer Leisure & Wellbeing may reasonably require.

3. SUPERVISORY RESPONSIBILITIES

- Sports Development Officer
- Play and Recreation Development Officer
- Family Lifestyles Co-ordinator – Subject to funding
- On Track Co-ordinator
- Town Centre Event and Marketing Officer
- On Track Leaders and Sports Coaches
- Play Rangers
- Casual Staff
- External contractors
- Overall management of the Sport and Recreation Volunteer and Work Experience programmes

4. FINANCIAL RESPONSIBILITIES

Overall budget management of the Sport and Recreation section
Overall budget management of the Town Centre Event section

5. RESPONSIBILITY FOR ASSETS AND DATA

Overall responsibility for all data, equipment and minibus owned by the team

6. EXTENT OF PUBLIC CONTACT

- Sport England
- GLL
- Think Active – County Sports Partnership
- Rugby Place Partnership
- School Sport Partnership Development Manager
- National Governing Bodies
- Warwickshire Public Health
- Community Safety
- Council for Voluntary Services
- Staff at the Leisure centre
- Senior staff within the Council,
- Councillors
- Parish Councils
- Local sports clubs and community groups
- Representatives of local, regional and national sports organisations
- Warwickshire County Council
- Children's and Young People Directorate
- Warwickshire Police
- Schools located in the Borough

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will work on a 37 hours per week basis.

The post holder will be based within the Sport and Recreation Services Section at the Town Hall, but will spend a proportion of time away from the office when attending meetings and carrying out other duties necessary for the development of the Sport and Recreation section.

The post will also involve substantial contact with external agencies, both voluntary and statutory.

The post holder must be prepared to work evenings and weekends as and when necessary.

The post holder will be eligible for the Council's flexi time scheme.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity

Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Leisure Services Manager



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Extensive experience of working in the Health and Wellbeing or Sport and Leisure industry	E	A,I
A strong knowledge of health inequalities and deprivation and the value of Leisure Services contribution	E	A,I
Knowledge of event/programme organisation	E	A,I
Awareness of health and safety issues, plus an excellent understanding of child protection and confidentiality issues	E	A,I
Familiarity with national policy frameworks concerning sport and physical activity	E	A,I,T
Knowledge of funding sources and wide experience of writing successful applications	E	A,I
Good human resources and management skills	E	A,I,R
Strong motivational and leadership skills		
Good organisational skills and time management	E	A, T
Excellent communication skills – both verbal and written	E	A,I
Able to monitor and evaluate both practical situations and written information	E	A,I
Strong IT skills and be proficient in using Microsoft Office i.e Word, Excel, Powerpoint	E	A,I
Formulation and management of substantial budgets	E	A,I
Degree or equivalent qualification in leisure management, sport or recreation	E	A,D
A commitment to work within our CAN DO values	E	A, I
Experience of developing new facilities	D	A,I
Experience of procurement for services	D	A,I
Experience of leisure facility contract management	D	A,I
Working knowledge of Sport England's Strategy and the Active People Survey	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D