

**Job Description: Part time HUB manager**

**Summary**:

The Watersports Library CIC opened last year with a mission to help everyone access Watersports in a way which doesn’t cost the earth. Now, the opportunity has arisen for a second site to be developed in Broadstone at the Junction leisure centre. We are looking for an enthusiastic, community-minded person to develop a brand new Watersports Library hub.

**Pay**:

Seasonal position from 1st April- 30th October 2021.

£150 per week. 15 hrs per week.

**Benefits**:

In addition to being paid, the successful candidate will also receive

* A free premium membership to the watersports library

**Location**:

Initially, training and work will be at our existing Hamworthy hub on Blandford Road, before moving to the Junction in the summer months.

**Responsibilities**:

The Hub manager will become an integral part of the watersports library. You will report directly to the board of directors. Core responsibilities will be to.

* Develop strong relationships with the Junction Leisure Centre and other local organisations.
* Organise, manage and develop the Watersports inventory.
* Develop a new customer base.
* Handle rentals, finances and refunds.
* Organise community events

On a daily basis, you should expect to be meeting with library members, preparing and distributing watersports equipment, taking calls, checking watersports equipment, organising volunteers, regularly using social media, and organising community events.

The candidate should:

* Have experience and love of Watersports
* Have excellent communication skills
* Have good computer skills and fluency in social media
* Be able to work flexibly
* Be organised, self-motivated and able to lone work.

Desired

* Experience of volunteering and working with volunteers
* Ability to work within a Christian ethos
* Experience of community organising
* Travel across multiple locations.

**For more info about who we are and what we do, see watersportslibrary.com**

**To apply:**

Please submit your CV and a statement of interest to John Good at hello@watersportslibrary.com before 28.02.2021