**Appendix 1 – Duties of the position of weekend duty manager**

**Position Title:** Weekend duty manager

**Reporting To:** Arena manager

|  |  |
| --- | --- |
|  |  |
|  **1.** | **Location**  | National Basketball Arena |
|  | **Responsible to**  | Weekend duty manager |
|  | **Responsible for:**  | Excellent communication and interpersonal skills with a strong customer focus.· Excellent organisational skills.· Methodical with a high level of accuracy and attention to detail.· Ability to work under own initiative, with minimal direction.· Ability to work to deadlines and targets, can prioritise tasks under pressure.· Flexibility and willingness to take on new tasks and projects.· Ability to work with and part of a team.· Available to work Friday, Saturday & Sunday throughout the year with flexibility to cover midweek evenings. |
|  | **Contractual Status**  | Part-time  |
| **2.**  | **Role summary**  | This Weekend Duty Manager role is a fast-paced and varied, operating and/or assisting in running events for Basketball Ireland and Arena Hired Events. Management of Concession Store Stock Levels and other related duties regarding stock. The diversity of events and duties will mean working closely with Basketball Ireland staff, Arena staff, as well as a wide range of stakeholders.The role forms part of a small team, where you will be encouraged to work on your own initiative, share and implement new ideas and to challenge yourself to achieve your personal and professional goals. |
| **3.** | **Key responsibilities,** **main tasks and activities** | · Work alongside the Arena Manager to deliver best level performance of the physical space and facilities in the National Basketball Arena.· Assisting with responsibilities regarding the upkeep and maintenance of all building related documents, drawings and systems certification i.e. health and safety policies,· Supporting Health and Safety, ensuring compliance of all assets and equipment.· Being part of our Environmental Sustainability Committee and supporting environmental initiatives.· Very hands on, excellent administration, computer and reporting skills.· Identify opportunities, design, and implement guidelines and best practices to ensure that the Arena is being run to the highest standard and providing the best customer experience.· Event assistance, ensuring events are run efficiently and professionally at the National Basketball Arena· You can deal with a range of competing priorities and have good stakeholder management skills for liaising with service providers and suppliers.· Assisting with people management, including liaising with Community Employment manager regarding CE staff.· Ability to operate technical equipment within Arena (training will be provided)· Oversee installs of branding in the Arena and liaise with suppliers.· Responding to out of hours calls for facilities related issues.· Maintenance and upkeep of the Concession Shop, reviewing on a weekly basis the stock levels and ordering new stock to maintain a good stock level.· Maintenance of the Arenas booking system and working to ensure there are no double bookings. |
| **4.** | **Travel** | No Travel is needed for this role.However, the employer reserves the right to change this should the organisation require this. |