

Academic Services Department

**Sports Centre Duty Officer**

Full Time, Permanent

*Salary is £21,746 to £24,244 per annum inclusive of London Allowance.*

Applications are invited for full time Duty Officers in the Active Lifestyle & Sport Department.

This is an exciting opportunity to develop a strong career in leisure management within an excellent working environment. We are looking for candidates with strong communication skills and leadership experience. The post holders will be responsible for the efficient and safe day to day operation of all our sports facilities, providing excellent customer service and helping the team exceed service targets. Duty Officers will have the ability to lead a large team consisting of Sports Centre Assistants, Fitness Instructors and Group Exercise Instructors.

Candidates for this role should have previous experience in the leisure industry, will ideally already hold relevant qualifications, and be able to demonstrate the ability to manage a team towards industry best practice standards. A commitment to ongoing personal and team development is essential and professional development will be supported and training opportunities relevant to the role provided.

In return we offer a highly competitive rewards and benefits package including:

* **Generous annual leave entitlement**
* **Training and Development opportunities**
* **Pension Scheme with generous employer contribution**
* **Various schemes including Cycle to Work, Season Ticket Loans and help with the cost of Eyesight testing.**
* **Free parking**

This post is based in Egham, Surrey where the College is situated in a beautiful, leafy campus near to Windsor Great Park and within commuting distance from London.

For an informal discussion about the post, please contact the Assistant Sports Facilities Manager, Adam Nicholson via [adam.nicholson@rhul.ac.uk](mailto:adam.nicholson@rhul.ac.uk) or +44 (0)1784 443 892.

To view further details of this post and to apply please visit <https://jobs.royalholloway.ac.uk>**.** For queries on the application process the Human Resources Department can be contacted by email at: [recruitment@rhul.ac.uk](http://www.rhul.ac.uk/Personnel/JobVacancies.htm) or via telephone on: +44 (0)1784 27 6869.

Please quote the reference: **0220-046**

Closing Date: **Midnight, 25 February 2020**

Interview Date: **3 March 2020**

Royal Holloway is committed to equality and diversity, and encourages applications from all sections of the community. Read [here](https://intranet.royalholloway.ac.uk/staff/your-employment/human-resources/equality-and-diversity/home.aspx) about structures and initiatives around equality and diversity, including information on staff diversity networks.

Please note that it will not be possible for the College to issue a Certificate of Sponsorship for successful candidates as this role does not fall into one of the standard occupational codes deemed eligible for sponsorship by UK Visas and Immigration and the pro-rata salary will not meet the minimum threshold set by UK Visas and Immigration. Successful candidates will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the College, in accordance with the Immigration, Asylum and Nationality Act 2006.

*.*

 