

University Sports Centre Duty Officer

Department:

Student Services, Library and Sport
Ref: LSS-066/P

Salary:

Salary in the range of £21,814 to
£24,461 per annum

***Closing date for applications:**

**12:00 noon on the 3 September
2021**

Interviews are expected to take
place within 4 weeks of the closing
date.

An application form, job description and person
specification can be viewed on our website:
[https://www.bolton.ac.uk/staff-area/professional-
services/about-hr/vacancies](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by
email: jobs@bolton.ac.uk.

Applicants need to be aware that only a
completed application form will be considered,
unless it is specifically indicated in an
advertisement that a CV will be accepted. Where
appropriate, you should include a list of all
publications when submitting your application.
Please ensure you quote the position reference
number on all applications submitted.

If an applicant is interested in more than one
vacancy, a separate application must be
submitted for each vacancy to ensure that the
individual role requirements are addressed.

Candidates must be eligible to work in the UK, for
more information please visit
<https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to
shorten/extend the closing date of any position
where a high/low volume of applications are
received.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

University of Bolton Sports Centre is looking to recruit a full
time Duty Officer to assist in the provision of high quality
sport and leisure services to students, staff and public.

You will be an enthusiastic; self-motivated and committed
individual and possess excellent customer care skills,
whilst having a mature and responsible approach. The
Duty Officer will work as part of the Sports Centre
permanent staff team to ensure the smooth and safe
functioning of the daily operations of the Sports Centre.
The successful candidate will be suitably qualified and
have experience in working within sport and the leisure
industry. A good knowledge of health and safety and high
standards of customer service is essential. Knowledge of
indoor climbing wall operation or experience would be
desirable.

There will be reception and office administration duties;
you will assist with the marketing, promotion and delivery
of sporting projects and initiatives. Working under the
direction of the Sports Centre Manager you will responsibly
oversee operations within the Sports Centre, liaise with
users and oversee preparation of activity areas for a range
of activities.

The successful candidate will have effective written and
verbal communication skills and be able to maintain a
confidential helpful and cooperative manner when working
under pressure. You should be committed to working with
a diverse student body and be able to show sensitivity to
individual difference. In order to meet the needs of the
University and Student Services, a flexible approach to
working patterns / hours is an essential requirement of this
role.