



Michael Jamieson Swim Academy Ltd

Job title:	Swim Manager	Job category:	Learn to Swim
Location:	MJSA Venues; Edinburgh & West Lothian.	Travel required:	Edinburgh & West Lothian
		Position type:	Full time; management role.
HR contact:	amanda@mjswimacademy.com	Salary Range:	22 – 26k; experience dependant. Bonuses available.
Experience Required:	Management experience required	Position type:	Full time
Applications Accepted By:			
All applications accepted by email to amanda@mjswimacademy.com		Applications closing date; 17 th March 12pm	

JOB DESCRIPTION

The role of Swim Manager is a key leadership position within MJSA, connecting management of the wider team & led by commercial targets of the business. The role will include, although not limited to the following:

- Managing service delivery across Edinburgh & Lothian MJSA sites, ensuring the philosophy and approach is always promoted.
 - Supporting the Head of Operations in maintaining an accurate ongoing picture of the business delivery. This includes exploring opportunities to improve efficiency & profitability across commercial business performance indicators.
 - Managing ongoing monthly reporting processes on the delivery of the program, commercial performance & general areas of strength & opportunity in the business.
 - Management of all instructor & lifeguard schedules across venues, with priority to the teaching schedule of Program Coordinator team, ensuring as close as possible match to contracted terms of employment.
 - Mentor, support & develop the teachers & lifeguards within the MJSA team through regular communication & management.
 - Effective management of the progress update process from all instructors each month.
 - Effective management of the teaching team & wider program to meet customer & operational demands of the MJSA program.
 - Effective management of all instructor & lifeguards, ensuring regular competency training is undertaken where required.
 - Uphold MJSA Health & Safety protocols including the implementation of NOPs & EAPs at our venues.
 - Managing shift cover, scheduling & timetabling of the program.
 - Ensuring outstanding tasks, enquiries & responsibilities are completed, updating key business documents & task lists on workflow systems used by the business.
- Add value where required to ensure Michael Jamieson Swim Academy achieves our business plan.

