

Application process

Please submit a full CV with a covering letter describing your skills and experience, and how they fit with the requirements of this role.

Applications should be sent to alistair.ruff@gmail.com (secretary to Trustees)

Closing Date for applications is **5pm Friday 1st December (GMT)**

Appointment will be subject to an enhanced DBS Check

Overview of Rebounders

Rebounders is a charity committed to improving mobility, balance and strength in individuals with additional or profound needs through trampolining.

We work with people of all abilities and ages, tailoring classes and progression to each individual we work with. Individual or group sessions are available for both children and adults, and everyone who attends shows fantastic progress.

History of Rebounders

Rebounders was established in July 2002 with a small group of 6 children who all attended mainstream schools but had various coordination problems that resulted in them feeling at a disadvantage and inadequate in school PE lessons, and were looking for:

- A sport in which they could partake at their own level without feeling that they were never quite as good as their peers,
- A sport that would be beneficial to their coordination and control, body awareness, muscle tone and sequencing skills, would boost their confidence and help improve their general fitness,
- A sport that they would enjoy participating in, and would not regard as treatment or therapy.

Thus, the first Rebounders class was set up. At the end of the first 6 week course we had expanded to 2 classes, and have continued growing ever since.

In 2006, due to the increasing demand for Rebounders classes, and to the hiring difficulties in local leisure and community centres, the decision was taken to raise the funds to be able to set up our own Centre. After 2 years of fundraising, the Rebounders Centre opened in the Ocean Park area of Cardiff in September 2008.

The Centre is now open 7 days a week, providing daytime and evening classes for children and adults with special needs, special schools and college groups, care homes and adult services. Rebounders provides therapeutic and recreational trampolining sessions, with no competitive classes.



In July 2017 Rebounders was 15 years old, in the past 18 months it has reached capacity within its current centre and also runs a small amount of classes within Hawthorn Leisure Centre (Treforest).

Job Description: General Manager - Rebounders

Remuneration:	£23,750
Location:	Cardiff
Hours of work:	Full time - 38 hrs per week (19 hrs as general manager, 19 hrs with clients on trampoline)
Reporting to:	Board of Trustees

Objective

The General Manager of Rebounders is responsible for the organisation's administration and financial management. Working closely with the board of trustees, you will develop and carry out a long-term strategy, manage budget and business plans complying with legal requirements and regulations, and ensure the charitable purposes of the charity are followed.

The General Manager is also responsible for maintaining relationships with relevant stakeholders including Welsh Gymnastics, British Gymnastics, Disability Sport Wales, local special schools, local media and others. The successful candidate will also play a key role in motivating and engaging volunteers, staff, beneficiaries and prospective donors.

As a part of the coaching team you will also work with clients with a range of physical, mental and behavioural needs to provide trampoline therapy sessions in a 1:1 or 2:1 capacity. You will also be involved with group adult and Children's recreational classes of mixed abilities, providing coaching from beside the trampoline.

Principal responsibilities

Rebounders Centre Management

- Day to day management of Rebounders Centre
 - Cashing up
 - Recording of all income and expenditure
 - Purchasing of centre consumables
 - Responding to telephone and email enquiries.
- Ensuring equipment and facilities are correctly maintained and documented
 - Trampolines,
 - Hoist
 - Alarms
 - Fire Extinguisher
- Organising annual gala and other event within the centre



- Keeping classes at capacity and ensuring appropriate staff levels for classes are maintained.

Staff Management and Leadership

- Managing the team at Rebounders to ensure it is a well-run organisation where colleagues feel valued and able to work effectively
- Recruiting new staff and organising appropriate training for them, as well as ensuring CPD is in place for existing staff.
- Ensuring staff qualifications, DBS checks and other safeguarding measures are kept up to date
- Ensuring the organisation's staff and volunteers are focused on achieving its mission and aims.

Financial Administration

- Managing the finances of Rebounders Charity, paying staff wages (pensions and NI), invoicing centre users, paying rental bills for all locations, claiming gift aid, and reviewing budgets.
- Use of Quickbooks accounting software to manage finances
- Ensuring clients are billed for classes in a timely manner
- Responsible to the Rebounders Board of Trustees for the overall financial health of the organisation.
- Producing a budget acceptable to the Board and ensuring the sound financial management of Rebounders within that budget;
- Building and maintaining the financial reserves of Rebounders to an appropriate level set by the Board;
- Ensuring full and accurate reporting, including the preparation of an annual report and financial statements.
- Coordinating with board of Trustees to ensure returns are made to Charity Commission.

Legal Administration

- Ensuring that the organisation has the right management systems and structures in place to carry out its work effectively, transparently and safely, and that professional standards are met.
- Ensuring the organisation fulfils its legal, statutory and regulatory responsibilities.

- Attending Trustees meetings, providing thorough information on the operations and finances of the charity (including financial reports as requested) and recommendations to the Board of Trustees as required
- Maintaining appropriate insurance for the charity and coaches.

Fundraising

- Co-ordinating the Rebounders fundraising work and coordinate the work of staff and volunteers to build a sustainable programme of individual, corporate, legacy and trust donations; to ensure a long-term sustainable income.
- To continually assess and develop current income streams, ensuring they remain in line with the objects set out in Rebounders constitution
- Build strong relationships with a range of potential funders; researching, writing and submitting bids to appropriate funding bodies

Communications

- Delivering the Rebounders message and encourage collaboration with communities and Rebounders supporters
- Managing use of social media channels to communicate class schedules, promote Rebounders and engage with stakeholders.
- Representing the organisation to the media, at external events and publicity opportunities
- Liaising with appropriate bodies including Welsh Gymnastics, Disability Sport Wales, British Gymnastics etc

Coaching

- Working as part of a team of coaches to provide high quality and safe trampoline classes for people of all abilities
- Working closely with disabled clients on the trampoline in 1:1 and 2:1 classes, providing physical and mental stimulation through movement, bouncing and conversation.
- Preparing and documenting classes, recording achievements made and noting changes in requirements on the trampoline for client.
- Working with fellow coaches to devise the most appropriate session plans and ensure consistency of quality for all clients who attend.
- Participating in the annual Gala alongside any clients who your regularly coach,



General Manager - Rebounders

Person Specification

Key Areas	Essential	Desirable
Education & Qualifications	<p>Education standard to at least A level or equivalent.</p> <p>Bookkeeping qualification or equivalent experience.</p> <p>Accredited Gymnastics or Trampolining Qualification</p> <p>Desire to obtain Disability specific trampoline qualifications</p>	<p>Degree or further education qualification or equivalent.</p> <p>Qualification linked to the voluntary sector</p> <p>British Gymnastics Level 2 Trampoline qualification</p> <p>British Gymnastic Disability trampolining qualification</p>
Technical Skills/Training	<p>High level of financial literacy (able to read and interpret charity accounts)</p> <p>Project management knowledge and skills.</p> <p>Good communication skills; able to articulate and present ideas in clear coherent way both oral and written.</p> <p>Demonstrable IT Literacy</p>	<p>Evidence of continual learning/professional development</p> <p>Familiar with Quickbooks accounting software</p> <p>First Aid Training</p> <p>Evidence of published written work such as reports/articles etc</p>
Experience/knowledge	<p>Proven experience working with management responsibilities within a small charity or business.</p> <p>Proven work record demonstrating high level of responsibility.</p> <p>Financial management knowledge – evidence of managing a budget</p> <p>Evidence of managing staff.</p>	<p>Have acted as administrator or manager of a small charity.</p> <p>Experience Working with people with enhanced needs.</p> <p>Experience coaching trampoline classes</p> <p>Experience planning and leading trampoline classes for those with enhanced needs.</p> <p>Experience applying for grants and/or other funding sources</p>



Key areas	Essential	Desirable
Qualities/Strengths/Skills	<p>Ability to build relationships and maintain Rebounders existing contacts within disability sport sector.</p> <p>Ability to manage income budget whilst meeting goals for the organisation and within cost constraints.</p> <p>High level organisational and delivery skills</p>	Experience of working with Boards of Trustees.
Attitude and Approach	<p>Desire to ensure Rebounders provides the benefits of trampolining to as many people as possible.</p> <p>To be positive, proactive and to work as a team member of Rebounders</p> <p>To show flexibility and act as an example as part of the team.</p> <p>Demonstrable willingness to actively engage with fundraising, events and communications.</p> <p>Proven skills at delegating appropriately</p>	
Personal Circumstances		Able to work outside office hours as required.

