

Manager of the National Shooting Ground Esker

Job Description

The Irish Clay Target Shooting Association (ICTSA) is the governing body for the sport of Clay Target Shooting across the 32 counties of Ireland. The organisation falls under the governance of Sport Ireland and is partly funded by the department of Sport through Sport Ireland. The ICTSA is responsible for running and developing the sport of clay target shooting in Ireland, and for selecting and sending teams to represent Ireland in international events across all disciplines.

The ICTSA is also responsible for the running of the National Shooting Ground (NSG) in Esker, the largest shooting ground in the country, and home to local and international competitions throughout the year.

We are currently recruiting to fill the position of National Shooting Ground Manager. This is a hands-on role, and it is stressed the NSG Manager will be required to perform all functions on a hands-on basis at times as well as managing staff and/or volunteers to perform the same roles at other times.

The National Shooting Ground Manager will report to the Chairperson of the ICTSA, or any other Director of the ICTSA appointed by them to do so and will carry overall responsibility for the day to day running of the ground. The Manager of the NSG will have the following responsibilities:

1. Working with the ICTSA Treasurer to prepare and agree annual operating and capital equipment budgets and targets for the NSG.
2. Preparing monthly operations report for the ICTSA Chairperson and the ICTSA Executive.
3. Managing the turnover and profitability of the NSG, in line with the expectations of the association as laid out in the agreed annual budget.
4. Ensuring the NSG is maintained to a consistently high standard, including grounds maintenance and mowing, traps and equipment are maintained, ablutions and club house facilities cleaning, and maintaining office equipment and supplies.
5. Opening and closing the grounds on Thursday, Friday, Saturday and Sunday, as well as some bank holidays.
6. Managing third party caterers who operate on the NSG on competition days.
7. Maintaining a roster of volunteers and paid part time staff to perform the various functions and operations of the ground.
8. Managing a small team of volunteers and part-time staff, including recording time worked and authorising payment of wages due.
9. Ordering and monitoring stocks of clay targets and other consumables.
10. Managing stocks of ammunition for resale and ordering stock when required.
11. Managing the operation of the NSG electronic point-of-sale systems.
12. Managing and recording (in the Point-of-Sale system) any sundry cash disbursements for sundry expenses and submitting supporting vouchers to the ICTSA Treasurer.

13. Managing operation of the Claymate systems, ensuring that all practice targets are accounted and paid for by members or visitors using the facilities for practice.
14. Managing operation of the office / shooter registration on all competition days.
15. Performing regular (minimum weekly) banking of monies received.
16. Setting prices for competition entries, practice targets and ammunition in collaboration with the ICTSA Treasurer.
17. Ensuring the ground always operates in compliance with required safety standards and guidelines.
18. Ensuring the ground operates in compliance with the Waste Management Plan for the National Shooting Ground
19. Ensuring the ground always operates in compliance with Child Safeguarding requirements.
20. Working with the ICTSA Task Group Chairpersons prior to the commencement of each year to agree the calendar of events to be held at the NSG.
21. Responding to alarm events as first responder on the monitored alarm system. This will normally include reporting alarm events to Garda and accompanying Garda to site to investigate.
22. Dealing with emergency situations if they arise and provides first aid assistance to range visitors and other staff if a situation warrants.
23. Work with the ICTSA Executive from time to time to develop and expand the services and business of the NSG.

Critical Job Competencies

Accountability, Action Orientation, Integrity, Common sense, Communication Skills, Computer Skills, Customer Focus, Flexibility, High Productivity, Interpersonal Skills, Leadership Skills, Project Management, Team Player, Facility Operations and Maintenance.

Other Requirements

Candidates must be able to obtain and maintain Garda vetting for Child Protection.

Remuneration

The remuneration package for this position comprises a base salary, plus an OTE bonus which is calculated on performance of the NSG in achieving annual turnover budget and annual profit budget. The OTE bonus which is payable when the annual financial report is completed and audited by our external auditors.