



Job Specification – Project Manager

Contract: Permanent Full-Time contract

- £25k annual salary
- 24 days annual holiday
- Start date: ASAP
- Recruitment process: 1st meeting with Managing Director, 2nd with CEO

We began in 2012 as a small enterprise introducing small children to rugby at a single school, we now challenge major players in the holiday camp and childcare sector. We operate in 20 schools, running over 30 after school clubs, many PE lessons, seven weekend locations and an ever-growing portfolio of holiday camp locations (summer 2021 we operated camps at eight venues).

We currently employ 18 full time members of staff and over 50 part timers. During holiday camps this number rises to well over 100 People.

Each week we work with over 4,000 children, gently introducing them to sport and providing each child with the opportunity to develop their fitness, agility, balance, skills and spatial awareness and above all else, have fun! It is our intention that every child attending one of our classes or camps goes away with a sense of fulfilment and loves physical activity and/or sport!

We currently offer the following services:

- Holiday camps for children aged 3-11
- Weekend classes for children aged 2-7 (Rugby, Football, Netball and Multi-Sport)
- After school clubs
- PPA cover and PE lessons including lessons in SEN units
- Birthday parties

THIS ROLE

At Munchkin Sports, we are currently experiencing a very exciting period of growth, going from a small local business to a rapidly expanding company that is branching out into neighbouring towns. We are looking for somebody to join our team, who can help us take things to the next level.

We are looking for a person who:

- Comes from a project management background
- Understands the mechanics of social media as a tool
- Is methodical in their approach
- Thinks clearly under pressure

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Website: munchkinsports.com

Ofsted registration number: 2549831



Our products - What we are now looking for is somebody who can take ownership of our products, particularly the holiday camps part of the business and make sure that they are managed correctly, through to delivery.

Example of responsibilities required to bring one of our new Camp locations onboard:

- Hold initial kick off meeting with internal team to brief everybody on their responsibilities
- Ensure a new Ofsted registration has been applied for
- Make sure contracts are all in order
- Agree which dates we will be at the location throughout the following year
- Produce a timeline for launch of new location
- Producing a skeleton staffing plan, to brief staffing team on
- Work with logistics to produce a new equipment plan
- Ensure our booking system has been updated
- Work with management to produce a full Marketing plan
- Risk assessment documentation will need producing
- Investigate any additional insurance policies that may be required
- Produce new admin documents
- Produce arts and crafts instructions and packs for location
- Brief the camp manager and check they know exactly what is expected of them

Social media and marketing – These are both key to customers being kept up to date with our products and offers. We need somebody who can assist in planning our offline and social campaigns, implement them, then monitor traffic and activity.

- Produce the advertising and social plans for the Munchkin Sports brand
- Produce individual plans for each product
- Plan for each location
- Write creative briefs, then brief design on any requirements
- Send artwork out to print
- Ensure people have been tasked with delivering, installing advertising materials
- Monitor all social media traffic and maintain our presence

Website ownership – Our website is our main gateway to customers. We need somebody who can take ownership and responsibility for the site. They will need to monitor it on an ongoing basis and advise the team of any updates or changes that need making.

- Take charge of our website
- Ensure it is regularly updated and all information is correct



This is a fantastic opportunity for someone who likes a challenge, is very proactive and wants to build a career within a fast growing and exciting young Company.

Contact:

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