



**ALL PROFITS GO
TO OUR CHARITY**



ASSISTANT GENERAL MANAGER

Inverness Kart Raceway

Salary: £20,000 to £23,000 per annum, dependent on experience

Inverness Kart Raceway (IKR) is recruiting for an energetic and highly skilled Assistant General Manager.

IKR is a Five Star accredited social enterprise which is wholly owned by award winning youth charity DAY1. All profits from IKR support vulnerable local people through the DAY1 youth mentoring service.

As Assistant General Manager you will become a key member of the IKR team. Responsible for supporting the General Manager, to oversee all operational aspects of the centre, while delivering customers a five star service and leisure experience. You are expected to be an ambassador for IKR and DAY1 – both in and out of the workplace.

The ideal candidate should have experience, in a comparable role, either in the leisure or hospitality sector. Enthusiasm and a positive attitude are essential attributes. This applies to your own work and in setting an example for the team.

Key Deliverables:

- Support the General Manager to achieve excellence
- Support and empower the team in their roles
- Overseeing, monitoring and managing all outcomes of the Duty Managers role

General Duties will include:

- Recruitment
- Manage all social media channels
- Authorising Rotas'
- Completing Payroll
- Report generation
- Authorisation of orders
- Organising and hosting key events
- Completing weekly banking
- Business Development
- Business Continuity
- Staff Training
- Organise repairs and maintenance
- Duty Manager holiday cover
- Managing sponsorship agreements, sales and renewals
- Collating and checking receipts
- Budgeting
- Meeting with Directors and presenting reports

Your personal qualities will need to include:

- Excellent communication skills
- High levels of IT literacy
- Desire for personal development and learning
- Enthusiasm and a positive attitude
- Experience working well under pressure

Application Process

Applicants are expected to supply a CV and cover letter as part of their application. The cover letter should clearly state why you are the right candidate for this role and be no longer than one A4 sheet.

Applications may be made through Indeed or directly – please contact IKR for details.

Interviews will commence once suitable applications have been received.

Applicants chosen for interview will be expected to produce a 10 minute presentation. You should demonstrate:

- An understanding of the Leisure and Karting Industry
- An understanding of the expectations of the role
- Tell us more about you and relate this to why are the right candidate