



RECRUITMENT PACK

HOSPITALITY COORDINATOR -
MYACTIVE LEEK



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A MESSAGE FROM OUR MANAGING DIRECTOR

Thank you for your interest in joining MyActive in what can only be described as a career-defining opportunity to become the General Manager of MyActive Leek.



About MyActive

Established in October 2024, by Staffordshire Moorlands District Council together with its strategic alliance partner, High Peak Borough Council, we are a community focused, active wellbeing company established with a purpose of helping local people to move more.

We have the privilege of operating a wide range of facilities and services across the Staffordshire Moorlands and High Peak areas, in the attractive market towns of Cheadle, Biddulph, Buxton, New Mills and Glossop. Our life changing services also reach out to communities, collaborating with local systems and partners to help tackle inequality, long term health conditions and isolation.

This exciting opportunity in Leek offers the chance to lead what is essentially a brand-new facility from day one, preparing for its opening, assembling a new team, creating engaging, life-changing experiences and building a high performing culture which has people and community impact at its heart.

Our future is bright; together with our Council partners, we are investing in our people and facilities, which makes this a perfect time for you to join us.



Rob Wilks

MyActive

ABOUT MYACTIVE LEEK



MyActive Leek sits within the beautiful green space of Brough Park, in the heart of the Staffordshire Moorlands. Designed not just as a leisure centre, but as a welcoming anchor for the whole community; a place that supports people to move more, feel better and live healthier lives day to day.

The transformation of MyActive Leek, led by Staffordshire Moorlands District Council, is one of the most ambitious projects in our journey towards modern, inclusive active wellbeing service. The £17 million project has been funded by £10.8m from the UK Government, £3m from the Council, £1.8m from Sport England and over £1.1m from Salix for decarbonisation measures.

When it opens in Summer 2026, MyActive Leek will offer a thoughtfully designed indoor and outdoor spaces which encourage movement, fun, prevention, rehabilitation, community connection and friendship. The facility will include:

- 25m main pool and separate teaching pool
- Extended fitness suite and group exercise studios
- Adventure soft play with party area
- Active wellbeing suite to support new to exercise or health-based referral programmes
- Spaces that enable family activity, inclusive programming and partnerships with local health, education and community organisations
- A centre layout that puts accessibility, comfort and member experience at the heart of every visit





HOSPITALITY COORDINATOR

About the role

The Hospitality Coordinator oversees daily food and beverage operations, ensuring high standards, compliance with hygiene and safety regulations, and effective stock and cash management.

The role involves leading and supporting the team, managing rotas and training, delivering excellent customer service and handling complex queries. It also focuses on driving sales, supporting events and reporting performance to senior management.

Candidates should have hospitality experience, strong organisational and communication skills, leadership ability and a flexible, professional approach aligned with the organisation's values.

Location

MyActive Leek

Salary

£28,000

Reports to

General Manager / Head of Operations

What you'll be doing

- Deliver high-quality hospitality to drive income, participation and customer satisfaction
- Uphold organisational values of Alliance MyActive Wellbeing Ltd.
- Oversee daily food and beverage operations, including preparation and profitability
- Maintain high standards of food hygiene, cleanliness and safety compliance
- Provide strong, visible leadership in customer service
- Ensure a welcoming environment and handle enquiries and complaints professionally
- Work flexibly across sites when required
- Drive commercial success through sales and marketing initiatives
- Promote revenue streams such as activities, parties and events
- Maximise cross selling opportunities and report sales performance
- Lead and manage the hospitality team effectively
- Create and manage staff rotas
- Provide training, coaching and support to team members
- Address staff conduct and performance issues in line with procedures
- Bring experience in hospitality, sales and staff supervision
- Demonstrate strong organisational skills
- Promote diversity, inclusion and health and wellbeing

View the full job description and person specification and apply here:

myactive.uk/Careers



About you

Our Hospitality Coordinator will serve as a key professional and ambassador for Alliance MyActive Wellbeing Ltd., embodying a consistently friendly, approachable and professional demeanor while upholding our shared organisational values and commitment to health and wellbeing.

Essential personal attributes including self motivation, excellent communication skills to effectively engage with people at all levels as well as the ability to motivate and support the teams across the facility.

You must demonstrate strong organisational skills, reliability, and flexibility, with a willingness to work shifts including evenings and weekends, as well as the aptitude to prioritise tasks and meet deadlines.

Furthermore, the role requires a high degree of confidentiality, discretion and sensitivity, along with a proven commitment to promoting and supporting diversity and inclusion, ensuring you can develop and maintain strong working relationships across the organisation and the community.

Why join MyActive?

At MyActive, we believe in the power of movement to transform lives. We're proud to deliver services that go beyond fitness. We are passionate about tackling health inequalities, building community connections, and supporting wellbeing for everyone.

You'll also benefit from:

- Access to our MyActive facilities
- Ongoing professional development and training
- Opportunities to contribute to regional wellbeing initiatives
- A supportive and collaborative workplace culture

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