

McKane Park Manager

Sport, Hospitality & Facilities

Location: McKane Park, Dunfermline, KY12 7XA

Salary: £27,000 - £30,000 per annum, with scope for future progression as the role develops.

Contract: Permanent

Hours: Full Time (Flexible Working Required)

Reporting To: Board of Directors, McKane Park Holdings Ltd

About McKane Park Holdings Ltd

McKane Park Holdings Ltd is responsible for the operation, management and development of McKane Park, a multi-sport and community facility in the heart of Dunfermline.

McKane Park is home to:

- Dunfermline Rugby Football Club
- Dunfermline & Carnegie Cricket Club
- Dunfermline Squash Club

The facility includes a clubhouse, licensed bar, hospitality spaces and sporting facilities used by members, supporters, visitors and the wider community throughout the year.

McKane Park is one of Dunfermline's premier community sporting venues, serving hundreds of members and visitors annually through sport, hospitality, social events and community activities.

We are seeking an enthusiastic, organised and self-motivated individual to take on the role of **McKane Park Manager**, helping to ensure the successful operation of the venue while supporting its continued growth and development.

The Role

The McKane Park Manager will be responsible for the day-to-day operation of the facility, ensuring that members, guests and visitors enjoy a safe, welcoming and professionally managed environment.

Reporting directly to the Board of Directors, the successful candidate will work closely with the management teams of all sporting sections, including Presidents, Chairs, Treasurers, coaches, volunteers and committee members.

While each sporting section is responsible for delivering and managing its own sporting activities, the McKane Park Manager will play a key role in coordinating the shared facilities, clubhouse operations, hospitality services and commercial activities that support the long-term success of the entire site.

The role offers flexibility, including occasional home working where appropriate. Evening and weekend work will be required during busy periods, events and functions.

This is a varied and rewarding role for an individual who enjoys working with people, takes pride in maintaining high standards, and is passionate about supporting sport and community activity.

Key Responsibilities

Facility Management

- Oversee the day-to-day operation of McKane Park.
- Ensure facilities are safe, clean, secure and professionally presented.
- Manage bookings and usage of clubhouse facilities.
- Coordinate maintenance and repair works.
- Ensure compliance with all relevant health and safety requirements.
- Liaise with contractors, suppliers and service providers.

Hospitality & Bar Operations

- Oversee the operation of the clubhouse and licensed bar.
- Manage stock ordering and stock control.
- Work with staff and volunteers to deliver excellent customer service.
- Maximise bar income and hospitality opportunities.
- Ensure compliance with all licensing requirements.
- Support matchday hospitality activities across the sporting sections.

Events & Functions

- Promote and secure private functions, celebrations, meetings and community events.

- Manage venue hire enquiries and bookings.
- Coordinate events from enquiry through to delivery.
- Develop opportunities to increase non-sporting revenue streams.

Marketing & Social Media

- Manage and develop McKane Park's social media presence.
- Promote events, functions and venue hire opportunities.
- Create engaging content to increase awareness of McKane Park and its facilities.
- Support communication with members, customers and stakeholders.

Grounds & Maintenance Coordination

- Coordinate grounds maintenance programmes.
- Monitor the condition of facilities and identify improvement opportunities.
- Maintain asset and maintenance records.
- Support planned improvement and development projects.

Equipment & Asset Management

- Maintain inventories of equipment and assets.
- Coordinate procurement and replacement of equipment where required.
- Assist sporting sections with the management of shared assets and resources.

Staff & Volunteer Management

- Supervise and support facility staff where applicable.
- Coordinate and support volunteers.
- Assist with recruitment, induction and training.
- Promote a positive, inclusive and welcoming culture throughout the facility.

Stakeholder Engagement

- Build positive relationships with members, sporting sections, visitors and community groups.
 - Attend meetings with sporting section representatives and Board members as required.
 - Provide regular operational updates and reports to the Board of Directors.
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Essential Skills & Experience

Applicants should be able to demonstrate:

- Experience within hospitality, clubhouse, venue or facilities management.
 - Strong bar management and customer service experience.
 - Excellent organisational and time management skills.
 - Ability to work independently and manage multiple priorities.
 - Strong communication and interpersonal skills.
 - Experience working with staff, volunteers and stakeholders.
 - Good IT skills, including Microsoft Office and social media platforms.
 - A flexible, practical and proactive approach to work.
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Desirable Skills & Experience

- Personal Licence Holder qualification.
 - Experience within a sports club, community organisation or hospitality venue.
 - Event management experience.
 - Social media marketing experience.
 - Experience managing contractors and suppliers.
 - Full UK Driving Licence.
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Benefits

- Competitive salary of £27,000 - £30,000 depending on experience.
- Permanent full-time position.
- Statutory annual leave entitlement plus public holidays.
- Auto-enrolment pension scheme with employer contributions.
- Flexible working arrangements where operationally practical.
- Opportunity to play a key role in the future development of one of Dunfermline's leading sporting and community facilities.
- A varied and rewarding role at the heart of local sport and community life.

How to Apply

Please submit a CV and covering letter outlining your suitability for the role.

Applications should be sent to:

greg@mckanepark-ltd.co.uk

Closing date:

11/09/26

McKane Park Holdings Ltd

Sport. Hospitality. Facilities.

Supporting our sporting sections, members and community through the successful operation and development of McKane Park.