

JOB DESCRIPTION

TITLE: Activity Leader/Lifeguard Coordinator

RESPONSIBLE TO: Duty Manager

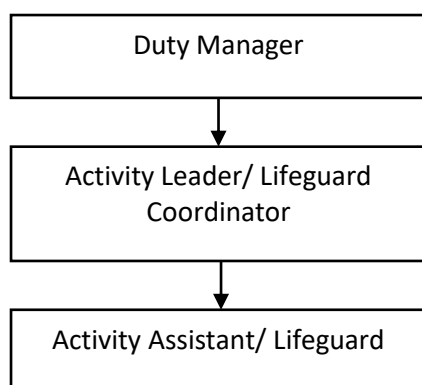
GRADE: LA

STARTING SALARY: £22,445 per annum

PURPOSE OF POST:

Provide sport and exercise activities, complying with policy and safety regulation.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

		%
1.	Supervise and instruct customers and Activity Assistants in the provision of high quality activities and activity programmes including areas where specialist knowledge is required.	40
2.	Ensure day to day operations of the facility meet all health & safety requirements.	15
3.	Prepare all areas and equipment for use ensuring cleanliness, safety and effective basic maintenance.	15
4.	Engage and communicate with customers, responding to their enquiries and questions where appropriate and providing feedback to team leader.	10
5.	Contribute to the positive promotion of all activities within the facility.	10
6.	Ensure that all activities undertaken comply with Active Luton policies, procedures and relevant legislation.	10

DIMENSIONS:

Supervisory Management: Some supervision of new team members and customers but no direct line management responsibilities.

Financial Resources: - None

Physical Resources: - None

Other: - None

CONTEXT:

The post holder will work in a busy environment under the direction of a duty manager. There will be a need to work closely with the customer, requiring tact and courtesy in the provision of high quality customer relations. All facilities and activities will need to accord with regulations, health and safety procedures and Active Luton Policy. The post holder will have a duty to assess and monitor the safety of others and intervene where necessary.

The post holder will contribute to the promotion and marketing of all activities within the facility and will work positively within Active Luton policies, procedures and relevant legislation.

The post holder will need to acquire a thorough knowledge of Centre Emergency Action Plans and Normal Operating Procedures.

The post holder will be required to provide cover in the absence of a team leader/duty manager, including key holding for the Centre.

Physical Effort:

The post holder will be required to move equipment (sometimes awkward and heavy) and take in deliveries of equipment/stock/supplies which may be bulky and heavy.

Working Environment:

For post holders working in a noisy plant room/pool hall environment there will be exposure to very warm temperatures, however, working in these areas will be for specific purposes and will be on an 'ad hoc' basis. The frequency and length of time cannot be specified but generally this will not be more than 50% of a shift.

Disclosure & Barring Service (redirected from Criminal Records Bureau)

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification: Activity Leader/Lifeguard Coordinator

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working within a leisure environment, organising and leading leisure activities across both wet and dry sites.	1, 2		
	Some experience of working in a customer orientated environment.	1, 2		
Skills/Abilities	Able to deal politely and tactfully with a wide range of people.	1, 2		
	Able to work within well established procedures.	1, 2		
	Able to read documents and record basic written information.	1, 2		
	Able to use basic word processor, e-mail and other computer applications.	1, 2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1, 2		
Equality Issues	Able to demonstrate a basic understanding of the term equal opportunity.	1, 2		
Specialist Knowledge	Some knowledge of Health & Safety in relation to sports centres.	1, 2		
	Some knowledge of pool and sports hall procedures.	1, 2		
Education and Training	YMCA Gym instructor award or equivalent.	1, 2, 4		
	National Pool Lifeguard Qualification (NPLQ).	1, 2, 4		
	Evidence of attendance at appropriate Continuing Professional Development courses (see	1, 2, 4		

	progression scheme)			
Other Requirements	Able to handle and move activity equipment. (Daily)	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Active Luton's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)