JOB DESCRIPTION

JOB TITLE: Activity Leader
POST NO:

SERVICE: Health & Wellbeing – Sport & Leisure Services
GRADE: Scale 4

RESPONSIBLE TO: Activity Development Officer – Programme Delivery
DUTY OFFICER – Facility Operations.

MAIN PURPOSE OF POST

1. Providing Activity Leadership for people of all ages and abilities in accordance with the Council's present and future sport and physical activity programmes including health and well being and associated strategies.

DUTIES AND RESPONSIBILITIES

1. Effective implementation and delivery of Activity Programmes operated within the Council's Sport and Leisure Service.
2. Undertake session coordination and complete attendance records in connection with the organisation of the activity programme including taking payments as part of any enrolment or attendance process.
3. Liaise with the Activity Development Officer and other Activity Leaders employed by the Council to ensure a consistent delivery approach throughout the service.
4. Keeping in touch with new trends and developments in the industry and in association with others contribute to ongoing programme development.
5. Be available to offer advice and information to customers on the Activity programme
6. Providing feedback to the Activity Development Officer and management team on the Activity programme, highlighting achievements or matters which require corrective action
7. Checking Activity equipment and reporting replacement needs or repairs to the Duty Officer team or Activity Officer.
8. Ensuring all activity sessions are delivered in accordance with defined standards including both safety and quality.
9. Participate in enrolment and re enrolment of customers on to the activity programmes using systems provided.
10. Participate in promotional activity and associated duties to maximise activity programme attendances and targets being achieved.
11. Taking payments via cash or card for activity sessions as may be required.
12. Achieve a customer satisfaction level of at least 85% for activity programme delivery.

13. To comply with site specific operating procedures and emergency action plans including attending programmed staff training as directed.

14. To adopt a flexible attitude to duties and proactively contribute to staff forums and service improvement initiatives.

15. Provide Lifeguard support where activity sessions include swimming pool use.

**General**

1. Assist in the familiarisation and induction of new staff or placements joining the activity team as required.

2. Attend any relevant training courses provided by the Council as directed.

3. To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.

4. To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.

5. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.

6. To adhere to all legislation and comply with associated safeguarding policies operated by the Council.

7. Develop and foster positive professional relationships with colleagues and external contacts.

8. Make suggestions to improve the working environment


10. Such other duties commensurate with the grading of the post as may be from time to time determined.

**SPECIAL FEATURES OF THE POST**

1. Flexible approach to time of work, including ability to work regular evenings, weekends and bank holidays as required.

2. To be consistently available during specified School Holiday periods.

**You may be required to carry out your duties at any Council premise or specified Community venue.**
PERSON SPECIFICATION

JOB TITLE
Activity Leader

DIRECTORATE/SECTION
Environment/Sport and Leisure Services

SKILLS/KNOWLEDGE/EXPERIENCE:

ESSENTIAL

1. Ability to deal with full age range of customers face to face and on the telephone
2. Ability to deal with Activity programme enrolments, maintain basic records including attendance registers
3. Basic computer skills including use of social media and Microsoft programmes
4. Ability to organise and plan work to achieve specific targets
5. Ability to communicate clearly and succinctly
6. Good knowledge and understanding of leading Activity sessions for a wide age range.
7. Some practical experience in delivering Activity sessions including courses and holiday play schemes.
8. Ability to work with minimum supervision
9. Ability to act as a team leader and set a positive example to others
10. Ability to erect and dismantle sports equipment

DESIRABLE

1. Working with partnership organisations
2. Hold one or more Sports Coaching qualifications at level 1 or higher
3. Team Working
4. Use of computerised programmes and databases
5. Some experience in maintaining records
6. Experience in Swimming Pool Lifeguarding
7. Delivering Activity in School settings
8. Sales experience
9. Working in entertainment

PERSONAL QUALITIES / OTHER REQUIREMENTS OF THE JOB

1. Commitment to equal opportunities and a good understanding of its relevance to this post.
2. Commitment to customer care and an understanding of its relevance to this post.
3. In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters
4. Must be prepared to work unsocial hours and be flexible to cover for other staff (i.e. working additional hours, as necessary)
5. Annual leave to be taken at time when will not disrupt the continuity of the Activity programme

QUALIFICATIONS/TRAINING:

ESSENTIAL

1. Recognised Sports Leader Award or Sports Coaching Award

DESIRABLE

1. Level 2 Sports Coaching Certificate\s
2. RLSS National Pool Lifeguard Award
3. Hold a full UK driving Licence
4. First Aid Certificate