

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Leisure Assistant (activities)	<b>Grade:</b>	GG56	<b>Job Code:</b>	LCC331
<b>Service/Team:</b>	Communities & Leisure	<b>Role Type:</b> <small>*Delete as appropriate</small>	Fixed - SALC	<b>Reports to:</b> <small>*Title &amp; LCC Code</small>	Duty Manager
<b>Line Manages:</b> <small>*Title/s &amp; LCC Code</small>	N/A				

Job Overview
To deliver a range of exciting activities at Salt Ayre Leisure centre to people of all ages and abilities. These include disability sessions, Holiday activities, Birthday Parties and X-height indoor climbing.
Direct Responsibilities
<ul style="list-style-type: none"> <li>Assist and support in the delivery and development of a range of activities at Salt Ayre leisure centre.</li> <li>Assist in the preparation and operation of events and activities including the assembly and dismantling of equipment in a timely and safe manner.</li> <li>Ensure all cleaning duties are carried out as specified by the Duty Manager and in accordance with the centre's standards.</li> <li>Oversee general safety and behaviour of the public, including complying with all health and safety procedures.</li> <li>To assist other departments within the sport and leisure service to deliver a high quality, customer focussed service.</li> <li>To comply with all necessary documentation relating to operation of the climbing facilities including updating the Salt Ayre Leisure Centre website, social media platforms.</li> <li>Deliver a high standard of customer service.</li> <li>Undertake coaching and/or instruction duties as requested by supervisors or managers.</li> <li>To undertake any other related duties as requested in line with the post.</li> <li>To adopt a flexible approach to the post commensurate within the aim of providing a service which meets the needs of a demanding public against the need to maximise council efficiencies.</li> <li>To ensure that all relevant safety checks are completed as instructed through training.</li> <li>To monitor and deal with any issue that arise from the checks.</li> <li>To adhere to all standards covered in induction.</li> </ul>
Primary Measurable Objectives
<ul style="list-style-type: none"> <li>To encourage participation and increase business throughout all sessions.</li> <li>To deliver outstanding customer service in all roles and responsibilities</li> <li>To achieve all objectives resulting from your appraisal</li> </ul>
Staff Management Responsibilities
No Formal Line Management Responsibility.

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Possible mentoring staff within the job role when they are newly qualified. This would only be temporary until they are fully competent.

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	Climbing experience and knowledge		App Form, Interview, Certificate
<b>Experience</b>	<p>Experience in delivering a range of activities such as children's parties/school camps.</p> <p>Extensive Experience of delivering additional needs sessions.</p>		App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	Climbing experience and knowledge		App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	<p>Good communication skills.</p> <p>The ability to provide instruction to people with a wide range of abilities.</p>		App Form, Interview
<b>Special Requirements/Other</b>			App Form, Interview

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### Additional information

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	