



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Centre Manager - Dinton Explorers
Service	Resources & Assets
Team	Commercialisation & Finance Support
Location	Dinton Explorers - Loddon Valley
Reports to	General Manager - Dinton Activity Centre
Responsible for	Line management of Instructors at Loddon Valley
Grade	7
Contract Type	Casual/Seasonal
Hours	Casual/Seasonal

Main Accountabilities	
1.	<p><b>Team Support &amp; Training</b></p> <ul style="list-style-type: none"><li>• Providing day-to-day guidance and oversight to the instructor team, supporting their development and ensuring professional conduct.</li><li>• Assisting with inductions, mentoring, and training for Instructors, ensuring they are equipped to deliver safe and effective sessions.</li><li>• Planning and leading daily briefings.</li><li>• Liaising with both Dinton Explorers and Leisure Centre staff.</li></ul>
2.	<p><b>Safety &amp; Compliance</b></p> <ul style="list-style-type: none"><li>• Upholding health &amp; safety and safeguarding practices.</li><li>• Carrying out risk assessments, equipment checks, and reporting incidents in line with procedures.</li><li>• Taking responsibility for the maintenance, storage, and safe use of activity equipment, and booking of activity areas.</li></ul>





	<ul style="list-style-type: none"> <li>Being a visible presence on the ground, carrying out walk-and-talk checks while activities are in progress, ensuring safe practice and high-quality delivery.</li> </ul>
3.	<p><b>Programme Creation &amp; Delivery</b></p> <ul style="list-style-type: none"> <li>Delivering fun and engaging activity sessions to children while ensuring health &amp; safety and safeguarding practices are followed.</li> <li>Taking the lead on planning, resource preparation, and adapting delivery to meet group needs.</li> <li>Making sure that the activity instructors have everything they need to deliver high quality activity sessions, ensuring safety and engagement.</li> </ul>
4.	<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Engaging positively with parents and children, seeking and acting on their feedback.</li> <li>Managing the relationship between Dinton Explorers and the Leisure Centre.</li> <li>Maintaining a working relationship with staff at Dinton Pastures.</li> </ul>

Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> <li>Valid Pediatric First Aid qualification (12-hour First Aid).</li> <li>Evidence of safeguarding training (or willingness to undertake on appointment).</li> <li>Experience or qualifications in delivering training and mentoring to other staff.</li> </ul>	<ul style="list-style-type: none"> <li>Coaching qualification(s) in a related sport.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in coaching, instructing or leading groups of children.</li> <li>Demonstrable experience supervising or mentoring less experienced staff or volunteers in an activity centre setting.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a senior role within a similar leisure/education environment.</li> <li>Experience assisting with staff training, inductions, or professional development.</li> </ul>





	<ul style="list-style-type: none"> <li>• Experience applying health &amp; safety and safeguarding procedures during activity delivery.</li> <li>• Experience working in a customer-facing role while ensuring positive and safe guest experiences.</li> <li>• Experience managing variety of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience acting as duty responsible person or shift lead, including overseeing activity programs and monitoring multiple sessions.</li> <li>• Experience dealing with Ofsted.</li> </ul>
<p><b>Skills/Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Competence in rota management, activity scheduling, and basic admin/IT for maintaining records</li> <li>• Skilled in risk assessment, incident reporting, and implementing health &amp; safety and safeguarding practices.</li> <li>• Clear understanding of safeguarding responsibilities when working with children, young people, and vulnerable adults.</li> <li>• Knowledge of health &amp; safety legislation, risk assessment obligations, and safe operating procedures in an outdoor/watersports setting.</li> <li>• Competence in setting up, using, and maintaining activity equipment for both land- and water-based activities.</li> <li>• Strong understanding of outdoor activity centre operations, particularly the delivery of watersports (sailing, paddlesport, and SUP).</li> <li>• Knowledge of customer service principles and how to create safe, enjoyable, and memorable experiences for children.</li> <li>• Strong communication skills for delivering safety briefings, managing groups, and interacting with customers</li> <li>• Strong computer and administration skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to design and deliver training for junior staff and new instructors.</li> <li>• Awareness of RYA, British Canoeing, AALA and other National Governing Body standards.</li> <li>• Knowledge of the National Curriculum and how outdoor learning can support educational outcomes.</li> <li>• Understanding of pastoral care in residential outdoor centres.</li> <li>• Knowledge of sustainability and environmental good practice in relation to outdoor/watersport activities.</li> <li>• Familiarity with equipment maintenance, storage, and inspection procedures.</li> </ul>





<p><b>Behaviours/Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work without direct supervision</li> <li>• Capable of acting as duty responsible person, including monitoring multiple activities simultaneously.</li> <li>• Ability to supervise and support other instructors during session delivery, providing on-the-ground guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of how to support and supervise staff, including giving feedback and monitoring performance.</li> </ul>
-------------------------------------	---	--

Purpose Details	
<p><b>Service Purpose</b></p>	<p>This role sits in the Resources &amp; Assets Service.</p>
<p><b>Role Purpose</b></p>	<p>To ensure the smooth and safe delivery of activities at Dinton Explorers Loddon Valley Centre. The role acts as a key link between the Dinton Explorers activity instructors and the leisure centre staff. It provides day-to-day supervision and guidance to ensure high standards of delivery, safety, and customer care.</p> <p>The role combines the hands-on delivery of activity sessions with leadership responsibilities, including supporting training, monitoring performance, and assisting with programme planning.</p> <p>This role helps maintain equipment, upholds health &amp; safety and safeguarding practices, and ensures instructors are confident, well-prepared, and motivated to provide exceptional experiences for all children.</p>

Supervision and Relationships	
<p><b>Supervision Received</b></p>	<p>Guidance and supervision provided by visiting Dinton Management.</p>
<p><b>Supervision Given</b></p>	<p>Provides guidance and support to the Dinton Explorers activity team.</p>
<p><b>Contacts</b></p>	<p>Wider activity centre at Dinton, Leisure centre (places for leisure), and country park stakeholders.</p>

Resources/Budget Management
<p>Responsible for the rotas and management of staff Responsible for cost control and managing staff budget.</p>





### Special Requirements

Ability to travel to a variety of locations in borough, work special hours/shift pattern/weekends, attend evening meetings, work in hazardous conditions (e.g. outdoors), health & safety duties. This is a politically restricted post.

Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.

You will also have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with Dinton Activity Centre.

### Occupational Health Risk Assessment

### Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	Y

### Nature of the Role

### Details

Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Leisure centre and outdoor park





Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Yes
Eligibility Tool	Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.

Re-checks
As required

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

