Maoirseoir Fóillíochta
Deiseanna Fostaíochta
Eolas d'iarrthoirí



Leisure Supervisor
Job Opportunities
Candidate Information

Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

Ag freastal ar an Dún agus Ard Mhacha Theas
Serving Down and South Armagh

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About Newry, Mourne and Down Council

Newry, Mourne and Down District Council is one of the largest councils in Northern Ireland and has 41 elected members representing seven district electoral areas: Crotlieve, Downpatrick, Newry, Rowallane, Slieve Croob, Slieve Gullion and The Mournes.

We are responsible for providing services such as Household Waste Collection, Registration, Leisure, Environmental Health, Building Control, Economic Development and Tourism. We are also responsible for Planning and Community Planning – statutory functions transferred from central government to NI local authorities in 2015.

The Council works in partnership with local communities and organisations – including the public, voluntary, community and private sectors – to develop a vision for our local area, working collaboratively to improve services and quality of life for all our citizens.

Our mission as a Council is:

To support and advocate for a welcoming district which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all.

181,368
estimated population

£67m
combined revenue

1,634km²
district area

£91m
capital budget

150km
coastline



About the Directorate

The Directorate of Active and Healthy Communities delivers a wide range of services that support the health, wellbeing and quality of life of our residents. These services include Indoor and Outdoor Leisure, Sports Development, Safeguarding, GIS, Community Engagement, Community Relations and Planning.

Our teams are passionate about making a positive impact and delivering excellent services that inspire healthier lifestyles, stronger communities and lasting social value. By working collaboratively with residents, partners and stakeholders, the Directorate helps create opportunities for people to connect, participate and thrive.

Joining the Active and Healthy Communities Directorate means becoming part of a forward-thinking, community-focused team that is dedicated to improving lives and shaping healthier, more active and resilient communities for the future.

About the Service

Indoor Leisure is a key element of the services delivered by the Active and Healthy Communities Directorate, providing high-quality leisure, sport and wellbeing opportunities for residents and visitors across the district. The service is responsible for the management, operation and development of six leisure and sports facilities, including Newry Leisure Centre, Kilkeel Leisure Centre, Down Leisure Centre, Ballymote Sports and Wellbeing Centre, Newcastle Centre and St Colman's Sports Complex.

The service delivers a diverse range of activities and programmes designed to encourage participation in sport, physical activity and healthy lifestyles for people of all ages and abilities. These facilities provide access to swimming pools, health and fitness facilities, sports halls, group exercise programmes, swimming lessons and a range of recreational activities that contribute to the health and wellbeing of local communities.

A strong focus of the service is the provision of safe, welcoming and inclusive environments where customers can enjoy leisure activities with confidence. Through highly trained staff, robust safety procedures and a commitment to excellent customer service, Indoor Leisure aims to deliver positive experiences while promoting health, wellbeing and community engagement. The service also supports Council priorities through the delivery of leisure initiatives, community programmes and opportunities that encourage active participation and lifelong involvement in physical activity.

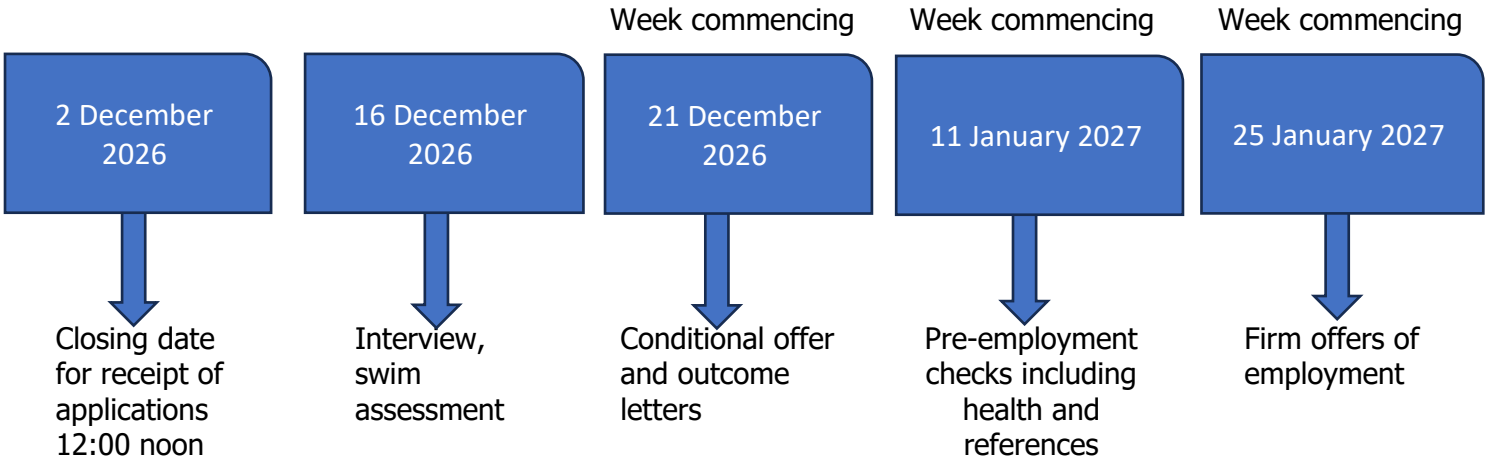
The service operates across multiple sites and relies on dedicated teams working collaboratively to maintain facilities, safeguard customers, ensure regulatory compliance and deliver excellent standards of service to the public every day.

About the Role

The Leisure Supervisor plays a key role in supporting the safe, efficient and customer-focused operation of Council leisure facilities. Working closely with the Duty Manager, the postholder will lead and supervise operational staff, ensuring high standards of health and safety, cleanliness, customer care and service delivery are maintained at all times. The role involves overseeing the daily operation of the centre, supervising facility users and staff, coordinating work schedules and rotas, monitoring compliance with operating procedures, and responding effectively to emergencies and incidents.

The postholder will also support the planning and delivery of leisure programmes, events and activities, maintain facility and pool plant operations, promote participation in leisure services, and contribute to staff training and development. As a visible leader within the centre, the Leisure Supervisor will help create a safe, welcoming and inclusive environment for customers while ensuring Council policies, procedures and legislative requirements are consistently applied.

Application and Selection Process



The above schedules may change for operational reasons.

Application Process

1 Confirmation of the time for the interview and swim assessment will be notified to candidates via email following the closing date for receipt of applications on 2 December 2026.

Notes:
The council will try to make any reasonable efforts it can to accommodate applicants who are unavailable on the specified dates, but it is under no obligation to do so.

Pool Plant Qualification
Candidates who do not currently possess a current pool plant qualification will be required to attend training from 5-7 February 2027.

First Aid Qualification
Candidates who do not hold a current recognised First Aid at Work Certificate e.g. British Red Cross, St John's Ambulance, Order of Malta, will be required to attend training.

Reserve Lists

A reserve list will be held for a period of 12 months. Whilst the Council are recruiting for permanent Leisure Supervisor, please note that a reserve list will be compiled for future permanent, temporary, full-time, part-time posts for Leisure Supervisors in Kilkeel Leisure Centre.

Roles

Post Title	Duration	Location	Hours
Leisure Supervisor	Permanent	Kilkeel Leisure Centre	Average 36 hours per week

Working Pattern

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	Off	06:00 - 14:30	15:30 - 21:45	13:30 - 21:45	Off	08:30 - 16:45	12:30 - 17:15
Week 2	15:00 - 21:45	15:30 - 21:45	10:00 - 16:15	06:00 - 14:30	07:30 - 15:45	Off	Off
Week 3	07:30 - 15:00	10:00 - 17:00	07:30 - 15:00	10:30 - 18:30	15:45 - 21:45	Off	Off

Hours of work are kept under review and may change in order to meet operational requirements, providing requisite notice.

Salary Scales

Leisure Supervisor: Scale 6, NJC spinal point 20 - 24 £33,673 - £36,581 per annum based on a 36 hour week (pro rata to hours worked) plus, where applicable, depending on working pattern, a 10% shift allowance, or a weekend or evening enhancements may apply. It is Council policy to appoint at minimum salary scale point.

Terms and Conditions

Pay

Pay frequency is monthly by BACS (Bank Automated Clearing System) in arrears on the third last banking day of the month.

Flexi Scheme

These posts are not eligible to participate in the Flexi Scheme.

Notice

(i) Giving notice: you are required to give written notice to terminate your employment. Subject to (Probationary Period), the minimum period of notice you must give the Council to terminate your employment shall be 1 month.

(ii) Receiving notice: you are entitled to receive notice as follows:-

Period of continuous employment	Notice
1 month or more but less than 2 years	1 week
2 years or more but less than 12 years	1 week for each year of continuous employment
12 years or more	Not less than 12 weeks

(iii) The Council reserves the right to make a payment in lieu of notice.

(iv) The Council may, at its absolute discretion, require you not to attend your place of work for the duration of your notice period and may, at its discretion, relieve you of some or all of your contractual duties during that period.

(v) The Council reserves the right, in cases of gross misconduct, to dismiss you summarily; that is without notice and without payment in lieu of notice.

(vi) If without the agreement of the Council you leave the employment of the Council, without serving your full notice period (whether notice is given by the employer or employee), you will not be entitled to receive outstanding holiday pay in excess of the statutory minimum. In all circumstances, you will only be entitled to receive payment of your wages/salary in respect of hours that you work up until the date that your employment terminates.

Please note that additional benefits of working with Newry, Mourne & Down District Council are contained in generic candidate information pack.

Job Descriptions, Person Specifications and Competencies

Leisure Supervisor

Job Description

Job Description Number	AHC-08-26 (97)
Grade	Scale 6
Reports to	Duty Manager (Indoor Leisure)
Base Location	Based in a designated Council leisure centre, as per Terms and Conditions and will work across the Newry, Mourne and Down District Council. May be required to work across other leisure facilities within Newry, Mourne and Down District Council area.
Car User	Casual
Access NI Check	Enhanced
Rehabilitation of Offenders	Regulated
Directorate/Department/Service	Active and Healthy Communities/Healthy Living/ Indoor Leisure
Responsible for	- Supervise staff and facility users. - Maintain high standards of customer service and health and safety. - Support the safe and efficient operation of the centre.
Date of Job Description	August 2026

Main Purpose of Post/Job Summary

The postholder will:

- act as team leader and assist the Duty Manager in organising and supervising all aspects of operational staff duties, ensuring that the highest standards of health and safety, cleanliness and general customer care are maintained at all times.
- provide supervision of facility users, employees and other groups within the centre, associated facilities and surrounding area.

Duties and Responsibilities

1. Supervise all members of operational staff, ensuring compliance with all Normal Operating Procedures (NOPs) and Emergency Action Plans (EAEPs) for the effective operation of the centre, associated facilities and surrounding areas.

2. Prepare daily, weekly staff rotas, covering absences and ensuring staff levels meet operational requirements, including allocation of tasks, rotation of duties, scheduling of breaks and where appropriate providing lifeguarding cover in line with NOP's and EAPs.

3. Proactively manage designated staff, including recording of time and attendance, performance management and application of Council policies and procedures.

4. Assist management in the development, supervision and implementation of NOP's, EAP's, to ensure the highest standards of operational activities, health and safety, cleanliness and customer care.

5. Responsible for key holding duties, to include the opening and closing of assigned facilities, carrying out of all necessary security and building checks, responding to emergency callouts.

6. Undertake routine inspections, maintenance and appropriate action, where required, of all equipment, including pool plant, to ensure the safe and efficient function of same.

7. Perform daily and reactive pool water tests and undertake all duties as necessary to ensure a high standard of upkeep and plant management.

8. Maintain high standards of customer care by overseeing public use of the facility, respond to enquiries and complaints, applying relevant Council policies and procedures, e.g. Safeguarding Policy and Procedure, NOPs and EAPs to promote safe behaviour and public safety.

9. Assist with the planning, coordination and delivery of bookings, events, coaching courses, swimming galas and other activities, including the safe handling, installation, dismantling and storage of equipment to ensure facilities are prepared and operated in accordance with NOP's, EAP's and safety requirements.

10. Assist in the planning, delivery and evaluation of training and development programmes, identifying training needs and competency gaps to ensure staff can perform their duties safely, effectively and in compliance with relevant standards.

11. Act as team leader in emergencies and report all action to the Duty Manager.

12. Provide first aid and emergency life support in line with Council procedures and legislative requirements, and support the reporting, investigation, and resolution of accidents, incidents, and service non-compliance.

13. Proactively promote centre membership, Council facilities, programmes, classes and wellbeing to maximise participation and customer engagement and facilitate marketing initiatives.

14. Perform end of shift cash reconciliations and assist in the preparations of cash lodgements.

15. Assist in the preparation of regular reports and assist in all aspects of the administration of the facility.

16. Participate in the full interchange of duties across the site and all leisure facilities, to provide operational cover, including front of house as required, brought about by sick leave, holiday leave, staff vacancies or any other reason.

Service Delivery and Performance

Be accountable to the line manager for all aspects of service delivery within the section; ensuring the provision and delivery of high-quality and cost-effective services.

Employee Management

1. Lead, motivate, appraise and develop employees under the management of the postholder ensuring at all times that employees:
   - operate within the Council policies;
   - achieve their objectives and targets in the most efficient and effective manner;
   - work in a corporate and collaborative way with other services across all departments and directorates;
   - purposively, efficiently and effectively work with the resources available, within the allocated time and budget; and
   - continuously develop within their area of responsibility.

2. Be responsible for the direct line management of employees who report to the postholder, ensuring that matters relating to performance, attendance and discipline are addressed within agreed timescales and in accordance with Council policies and procedures.

3. Ensure the timely and accurate completion of relevant electronic or paper-based records relating to the management and supervision of employees under the control of the postholder, for example time and attendance returns, return to work interviews, appraisal documentation etc.

4. Ensure employees within the section are provided with appropriate training as and when required for example:
   - departmental induction,
   - access to relevant 'on the job' training and development opportunities,
   - mandatory/statutory training relating to professional, technical or job specific qualifications for example first aid, lifeguarding, CPD hours, driving competence (CPC) etc.

5. Treat all individuals with respect, respond sensitively to differences and encourage others to do likewise ensuring equality of opportunity for all.

Financial Management and Controls

6. Work within agreed budgets and finances to deliver service priorities, by ensuring that allocated budgets are effectively managed, implemented and adhered to for the service(s) under their control.

7. Ensure functions under the control of the post holder are operated in accordance with the Council's risk management and governance processes, and that the appropriate documentation is completed and signed off as necessary.

Performance Improvement

8. Keep up to date with changes and amendments to relevant and allied legislation including areas of best practice relating to the postholders service area, reviewing practices, making recommendations to the line manager of the service and implementing service improvements, as appropriate.

9. Participate in employee training and development activities to ensure that knowledge, skills and competence required to fulfil the role in full are up to date.

General

10. Carry out duties in compliance with the Health and Safety at Work Order 1978 (as amended); Acts of Parliament; statutory instruments and regulations and other legal requirements; and all Council policies and procedures including Dignity at Work, Health and Safety, Attendance and all relevant codes of conduct.

11. Undertake the duties in such a way as to enhance and promote the positive reputation of Newry, Mourne and Down District Council.

12. Lead by example by behaving at all times in accordance with the Council's values and promote same within the organisation and externally.

13. Undertake all aspects of work respecting confidentiality and ensure that personal and/or sensitive information under the control or access of the postholder is used, stored and maintained in accordance with relevant data protection legislation.

14. Contribute to corporate, departmental and regional working groups as required.

15. Actively participate in employee relations matters including undertaking investigations and chairing hearings relating to employment matters as required (e.g. discipline, grievance & harassment) and make decisions regarding appropriate outcomes with support from HR and in compliance with the relevant legislation.

16. Participate in the Council's recruitment and selection processes as a panel member, including assisting the panel with development of person specification, identifying selection methods and adhering to advice given regarding current employment legislation and codes of practice.

17. When required, assist in the execution of the Council's Emergency and Business Continuity Plans.

18. Promote diversity across the organisation and in the department by adhering to the Council's equal opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.

The list of duties / responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties / responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times, and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.

Person Specification

Job Title: Leisure Supervisor

Candidates must be capable of undertaking the duties and responsibilities as set out in the job description and fulfil the requirements of this person specification; which will be assessed through the appointment process.

Candidates must be suitably qualified and experienced, be able to meet the criteria set out in this person specification and demonstrate they possess the key competencies for the position at Operational level.

FACTOR AND CRITERIA	Essential	Desirable	Method of Assessment**
Education / Qualifications			
Current RLSS National Pool Lifeguard Qualification, assessed at 2 metres (or more) **and includes spinal or rescue board or PXB assessment** or equivalent nationally recognised qualification	Yes		▪ Application form ▪ Certificates ▪ Practical Swimming / Lifeguarding Test
Current Pool Plant Room qualification *(Candidates not in receipt will be expected to obtain this within 6 months of appointment)*	Yes		▪ Application form ▪ Certificates ▪ Interview
Current recognised First Aid at Work certificate, e.g. British Red Cross, St John's Ambulance, Order of Malta. *(Candidates not in receipt will be expected to obtain this within 6 months of appointment)*	Yes		▪ Application form ▪ Certificates ▪ Interview
Experience			
Grade C or above in at least 4 GCSEs or equivalent* **AND** Minimum of 1 year's working experience in **ALL** of the following areas: a) delivery of frontline services to the public b) supervision or line management to a team of employees c) scheduling, organising and planning workloads and rotas d) lifeguarding **OR** In lieu of qualifications, a minimum of 2 years' work experience in a) – d) above.	Yes		▪ Application form ▪ Interview
Skills and Knowledge			
Practical understanding of: a) facility management and security b) health & safety working practices, cleaning and hygiene standards c) first aid	Yes		▪ Interview
Ability to maintain accurate workplace records.	Yes		▪ Interview

* see link for equivalent qualifications guide (Qualification Equivalents) – www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

**Where a high volume of applications are received, Newry, Mourne and Down District Council reserves the right to apply an assessment in order to identify those candidates who most closely meet the criteria for the role.

Competencies

Competence at an operational level is essential for this post and will be assessed at the appropriate selection stage of the appointment process; using the Competency Framework for Local Government, which includes definitions of the competence groups and examples of positive indicators. All of the competencies are considered relevant to this post and may also be assessed during probation and throughout employment in this role.

Definitions have been provided and more information on the competency framework can be found at:

http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf

The defined competency level for this post is operational.

Competence Group	Competence & high level definition	Assessment Method
1 How We Provide Leadership & Direction	**1.1 Setting Direction** Contributes to the development of a strategy and conveys a clear vision led by being innovative, ambitious and proactive'.	Interview
2 How We Manage Ourselves	**2.1 Managing Our Own Work** Plans, structures and prioritises own work to achieve optimum results.	Interview
	2.3 Communicating with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	Interview
3 How We Work With Others	**3.2 Influencing Outcomes** Adapts style and approach to achieve effective outcome.	Interview
	3.3 Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Interview
4 How We Move Forward	**4.1 Problem Solving and Decision Making** Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and cooperation	Interview
	4.3 Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.	Interview

FURTHER INFORMATION

If you have any questions or require any further information, please contact a member of the Human Resources Team.

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