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ourTeam

Casual Activities Assistant (Chelmsford Sport & Athletic Centre)

Job Pack

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EMPLOYER RECOGNITION SCHEME BRONZE AWARD · ARMED FORCES COVENANT · Essex Family Friendly Employer · disability confident EMPLOYER · MINDFUL EMPLOYER · Essex Working Well Accreditation Level 3 ★★★ · Fostering Friendly The Fostering Network · Chelmsford City Council

Job Description

Job Title Activities Assistant

Service Culture, Leisure and Open Spaces

Grade 2

Reporting to Department Manager (depending on location)

1. Main Purpose of the Job

1.1. To assist with the delivery of activities across various locations.

2. Duties and Responsibilities

2.1. To assist with the safe organisation of activities for customers attending the centres within the scope of your qualification, skills, and knowledge.

2.2. To give trained assistance to customers attending activities (where appropriately qualified), directing the activities to prevent injury, misuse and damage to facilities and equipment.

2.3. To assist customers attending the centre in a safe and fun manner, always being aware of their whereabouts, respecting them as individuals and communicating with them daily on the code of behaviour.

2.4. To ensure all equipment is set up prior to each session, and to inform the Duty Manager if any additional equipment is required.

2.5. Carefully follow all procedures, including health and safety procedures and all guidelines on good practice. To undertake and fulfil your responsibilities as designated by your line manager. Ensuring all duties are undertaken in accordance with Chelmsford City Council's guidelines regarding data protection.

2.6. To offer feedback to line managers on the success of sessions and activities.

2.7. To advise the Duty Manager of any health and safety hazards.

2.8. To enter professional development opportunities offered and provided by Chelmsford City Council (e.g. Child Protection, Safeguarding).

3. General

3.1. To carry out any other duties or responsibilities to meet operational demands, as specified by the Duty Manager.

3.2. Follow the Sports Centres H&S Manual System, understand and fulfil your roles and responsibilities.

3.3. Dealing with emergency procedures as per the Emergency Action Plan.

3.4. To attend meetings, appraisal, training and development courses as required.

3.5. To work flexibly within the Centre and undertake any other duties appropriate to your qualifications and level of ability.

4. Work Location

You will normally be based at one of the council's sports and leisure facilities but will be required to work from any other location within the Borough should circumstances make it necessary.

5. General Conditions

A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.

B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.

C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.

D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.

E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.

F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.

G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of

the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications		
A good general standard of secondary school education	E	-
A Leisure-related / coaching qualification	-	D
First Aid Qualification	-	D
Knowledge		
Knowledge of good customer care practices	E	-
Awareness of health and safety standards	E	-
Experience		
Previous experience of sports coaching	-	D
Previous experience leading children's activities	-	D
Personal Qualities and Attributes		
Good organisational and communication skills	E	-
Leadership skills	E	-
Self-motivation and initiative	E	-
The ability to work as part of a team whilst also being able to work on own initiative	E	-
Excellent timekeeping skills	E	-
Circumstances		
Flexibility in working hours	E	-

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 2 Scale Point 8 (currently £13.18 per hour)

Hours – The successful applicant will be required to work on a casual basis

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 1 month.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by clicking here.

This role is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales) and appointment is subject to (as per the guidance above) receipt of a satisfactory enhanced check from the Disclosure and Barring Service (DBS).

DBS checks for Chelmsford City Council are processed online through an online system provided by Essex County Council, in accordance with the requirements of the DBS, the DBS Code of Practice and data protection legislation (including the Data Protection Act and General Data Protection Regulation)

For further details please visit https://dbschecks.essex.gov.uk/

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – Chelmsford City Council is an Equal Opportunities Employer.

Staff Discounts: Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.