2026/0235

JOB DESCRIPTION

Post: Trainee Leisure Assistant – Part-time

Directorate: Development, Community & Wellbeing

Department: Health & Recreation

Location: Various locations throughout the Borough including:
Orchard Leisure Centre, Armagh
South lake Leisure Centre, Craigavon
However, the post holder may be required to work at other locations throughout the Borough.

Reports to: Duty Manager

Salary: Scale 2 SCP 5-7 £26,427 - £27,274 per annum (pro rata) based on based 37 hours per week). Will progress to Scale 3 SCP 7-9 £27,274- £28,153 per annum pro rata based on 37 hours per week, upon successful completion of NPLQ.
Shift allowance (10% of annual salary) and/ or weekend enhancement may be earned

Hours: 22 hours per week (SLLC, Craigavon) (see rota below)
16 hours per week (SLLC, Craigavon) (see rota below)
15 hours per week (OLC, Armagh) (see rota below)
13.25 hours per week (OLC, Armagh) (see rota below)
8.25 hours per week (OLC, Armagh) (see rota below)

Duration: Permanent. You must achieve your NPLQ (training provided by Council) within 8 weeks from your date of commencement*. Failure to do so will result in the termination of your employment from this post.

Sample rotas (subject to change)

South Lake Leisure Centre, Craigavon (VA991, 989)

Post 1 – 22 hours per week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	17:00	17:00	17:00	17:00	00:00	00:00	00:00
Finish	22:30	22:30	22:30	22:30	00:00	00:00	00:00
Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hrs	05:30	05:30	05:30	05:30	00:00	00:00	00:00
Paid Hrs	5.50	5.50	5.50	5.50	0.00	0.00	0.00

Post 2 – 16 hours per week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	17:00	17:00	00:00	17:30	00:00	00:00	00:00
Finish	22:30	22:30	00:00	22:30	00:00	00:00	00:00
Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hrs	05:30	05:30	00:00	05:00	00:00	00:00	00:00
Paid Hrs	5.50	5.50	0.00	5.00	0.00	0.00	0.00

Orchard Leisure Centre, Armagh

Post 3 – 15 hours per week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	14:00	00:00	00:00	09:15	00:00	00:00	00:00
Finish	22:15	00:00	00:00	16:00	00:00	00:00	00:00
Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hrs	08:15	00:00	00:00	06:45	00:00	00:00	00:00
Paid Hrs	8.25	0.00	0.00	6.75	0.00	0.00	0.00

Post 4 – 13.25 hours per week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	15:15	00:00	00:00	16:00	00:00	00:00	00:00
Finish	22:15	00:00	00:00	22:15	00:00	00:00	00:00
Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hrs	07:00	00:00	00:00	06:15	00:00	00:00	00:00
Paid Hrs	7.00	0.00	0.00	6.25	0.00	0.00	0.00

Post 5 – 8.25 hours per week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	14:00	00:00	00:00	00:00	00:00	00:00	00:00
Finish	22:15	00:00	00:00	00:00	00:00	00:00	00:00
Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hrs	08:15	00:00	00:00	00:00	00:00	00:00	00:00
Paid Hrs	8.25	0.00	0.00	0.00	0.00	0.00	0.00

The Council may retain a list of successful reserve candidates arising from this recruitment for any vacancies which may arise which are the same grade and similar duties. Such a reserve list will be compiled and held for a period of 12 months from the date of interview.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

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JOB PURPOSE:

Committing to the one-team ethos, you will be flexible and collaborative and you will actively support all colleagues and other activities necessary to deliver the service objectives.

In the pools, you will train to become qualified in all lifeguarding and safety standards and procedures ensuring that all customers have a safe and enjoyable experience in the pool areas.

You will also ensure that all facilities/areas are properly organised and equipped so that customers have a safe, clean and enjoyable experience.

MAIN DUTIES AND RESPONSIBILITIES:

<u>You will train in order to:</u>

1. Maintain constant surveillance of the pools and act appropriately to ensure the safety of customers.

2. Adhere to all NOPs, EAPs, control measures, safe systems of work and standards.

3. Remain fully conversant with all emergency procedures and take part in emergency situations, providing emergency care as required.

4. Ensure appropriate customer behaviour within the facility.

5. Ensure that all customers are fully informed with respect to the facilities, services, products, and prices available to them.

6. Promote and/or sell all products and activities within the Centre and within the Leisure Services portfolio.

7. Conduct inspection and cleaning duties to ensure that all areas of the Centre are clean, tidy, and hygienic and facilities and equipment are fit for a safe and enjoyable customer experience.

8. Conduct effective set up/take down tasks to ensure facilities and equipment are prepared for a safe and enjoyable customer experience throughout the Centre.

9. Participate in the Centre's checking system, keeping records up-to-date and fix or promptly report faults, as appropriate.

10. Participate in the pool water quality testing system and procedures to ensure pool water quality is safe and maintain records.

11. Be flexible and collaborative and actively support all colleagues and other activities or processes which impact on the performance of the Centre.

Please note - employees must remain on site for the duration of all breaks which may be interrupted due to the requirements of the service. Paid meal breaks are normally of half hour duration. The timing of such breaks will be determined by operational requirements. Employees will be reimbursed this time.

Applicants will be asked to attend and pass a water competency/swimming test as part of the selection process.

You will be required to attend in swimming gear. Goggles are not permitted. The swim test will involve the following:

<u>Swim Test</u>

- ***Jump / dive into deep water***
- ***Swim 50 metres in less than 60 seconds***
- ***Swim 100 metres continuously on front and then 100 metres on back***
- ***Tread water for 30 seconds***
- ***Surface dive to the floor of the pool and retrieve an object [Depth of 2 metres]***
- ***Climb out of the pool unaided without using the steps***

*** The Council will support those employees in Trainee posts to obtain the associated professional/vocational qualification as indicated within the Job Description/Person Specification within an agreed timescale (e.g. within 8 weeks of commencement for required NPLQ qualification.**

The main principles of provision of Post Entry Qualifications under the Learning and Development Policy, where relevant, will also apply.

Should a Trainee be required to re-sit examinations, there will be the provision of one re-sit of an examination.

7.11.4 Where studies are discontinued by an employee at any time during a course of study, the trainee will be required to repay monies in respect of fees and text books and their employment will be terminated.

OR

7.11.5 If an employee resigns from the employment of Local Government within 2 years of completing a course (end date of course taken as end of study and any exams if applicable), all monies paid in respect of fees and text books will be deducted from any final salary or a repayment plan will be set up over an appropriate period e.g. 1 year to recoup expenses.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Enhanced with Children's Barred List Access NI check.

Armagh City, Banbridge and Craigavon Borough Council complies fully with AccessNI's Code of Practice. Please refer to the AccessNI website for a copy of the Code of Practice AccessNI Code of Practice | nidirect

Please note that completed applications must be submitted online not later than the closing date and time as stated on the application form.

Human Resources Section (Craigavon Office)
Armagh City, Banbridge & Craigavon Borough Council
Lakeview Road
Craigavon
Co Armagh
BT64 1AL
Tel: 0300 0300 900

November 2026