2026/0235

PERSON SPECIFICATION

POST	Trainee Leisure Assistant – Part-time
DIRECTORATE	Development, Community & Wellbeing
DEPARTMENT	Health and Recreation
LOCATION	Various locations throughout the Borough including: Orchard Leisure Centre, Armagh South lake Leisure Centre, Craigavon

FACTORS	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
Qualifications and training	• 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.		Application
Experience		• One year's Leisure industry experience.	Application/ Interview
Key skills, knowledge and attributes	• Effective customer care skills; • Excellent oral and written communication skills; • Ability to keep accurate records; • Ability to work as part of a team; • Ability to work on own initiative; • Ability to handle sensitive or difficult situations appropriately; • Understanding of health and safety requirements; • Flexible approach to work demands.		Application/ Interview
Working Arrangements/ Flexibility	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)		Application/ Self-assessment

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.

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

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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