

JOB DESCRIPTION

Job Title:	Watersports Development Assistant (Senior Instructor)
Grade:	£20,344 – £22,462 (Grade 4)
Responsible to:	Centre Manager
Location:	Helly Hansen Watersports Centre
Responsible for:	Watersports Instructors
Hours of Duty:	36 - Annualised Hours (12 month contract)
Purpose and Objectives of Post:	

This post is to assist in the coaching & development of a watersports and land based outdoor activities programme which runs all year round, offering Sailing, Windsurfing, kayaking & Canoeing, Wakeboarding, Open Water Swimming, Orienteering, Hill walking, Climbing and Initiative games to a wide variety of clients.

To be focused on customer care and health and safety at all times.

Main Duties and Responsibilities:

1. To assist with the development and implementation of the watersports & land based outdoor activity programme.
2. To assist with the establishment of links with schools, local sport clubs and other community groups to improve customer relations and increase attendance.
3. To assist with instruction and supervision of activities relevant to the post holders qualifications, and to assist with the in house staff development programme.
4. To ensure maintenance of equipment, repair as necessary, keep maintenance records as are appropriate, and to take lead responsibility of specific equipment.
5. To deputise as Duty manager as & when required & be a key holder.
6. To undertake appropriate training, maintain personal skills and upkeep of relevant NGB memberships.
7. To liaise with appropriate NGB's and stay up to date with relevant initiatives & good practice.
8. To lead the development of the watersports centre based clubs.
9. To comply with SCL's policies and procedures including Health and Safety.
10. To understand and carry out safety and emergency procedures including administering of first aid and using relevant appliances in response to incidences or accidents that arise.

11. To assist with the collection of fees and recording of same, and banking of weekly fees.
12. To play a key role in developing and maintaining high standards of customer service & the collection of customer feedback.
13. To provide clerical assistance with regards bookings and general administration required for the operation.

Corporate Responsibilities

1. To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
2. To ensure that customer care is the major priority for service provision.
3. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
4. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services
5. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
6. To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner
7. To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date, Job, & Description Prepared/Revised:

Prepared by:

Agreed by Post holder: