

PERSON SPECIFICATION

POST: Leisure Team Member **GRADE:** 2

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.

ESSENTIAL REQUIREMENTS	Assessment Criteria
Qualifications:	
<ul style="list-style-type: none"> • Level 2 Fitness Instructor • National Pool Lifeguard Certificate • ASA Level 1 Swimming Teacher Qualification (or equivalent) • Or must be willing to undertake and obtain the above stated certificates within 6 months of appointment to the post 	C/AF
Skills	
<ul style="list-style-type: none"> • Able to demonstrate the ability to communicate and handle enquiries from customers effectively 	I
<ul style="list-style-type: none"> • Possess good motivational skills 	I
<ul style="list-style-type: none"> • Good standard of written and numeration skills 	AF/I
<ul style="list-style-type: none"> • A commitment to a high standard of customer care. 	AF/I
<ul style="list-style-type: none"> • Able to work on own initiative. 	AF/I
<ul style="list-style-type: none"> • Able to work as an efficient member of a team. 	AF/I
<ul style="list-style-type: none"> • A positive attitude towards teamwork. 	AF/I
<ul style="list-style-type: none"> • The ability to follow instructions, adhere to rotas, timetables and set procedures and to undertake a wide range of routine tasks. 	AF/I
<ul style="list-style-type: none"> • A basic understanding of and commitment to equality and diversity. 	AF/I

Experience & Knowledge	
• Hold a valid National Pool Lifeguard Qualification.	AF/Certificate
• Hold a NVQ Level 2 in Fitness or equivalent	AF/Certificate
• Knowledge of Health and Safety requirements for sports and leisure activities.	AF/I
Behaviours	
• Professional	AF/I
• Respectful	AF/I
• Knowledgeable	AF/I
• Passionate	AF/I
• Solutions Driven	AF/I
DESIRABLE REQUIREMENTS	
Assessment Criteria	
Qualifications:	
<ul style="list-style-type: none"> • Coaching Qualifications • Level 3 Personal Trainer • Amateur Swimming Association Level 2 • GP Referral Qualification / Exercise Referral Qualification 	C/AF
Skills	
• Experience of working under pressure in a service capacity.	AF
• Duke of Edinburgh Award	AF / C
Experience & Knowledge	
• A basic knowledge of Health and Safety Procedures such as Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)	AF/I
• Amateur Swimming Association (ASA) Level 1 in Teaching	AF/I

•	Amateur Swimming Association Level 2 in Teaching	AF/Certificate
•	NVQ Level 2 or above in Customer Care Qualification	AF/Certificate
•	Relevant Coaching qualifications	AF/Certificate
•	NVQ Level 3 Personal Trainer Qualification	AF/Certificate
•	GP Referral Qualification / Exercise Referral Qualification.	AF/Certificate
•	Experience of working within a sports & leisure environment.	AF/I

NOTE TO APPLICANTS:

Please demonstrate in your application how you feel you meet the above requirements

KEY: I = Interview, C = Certificate, AF = Application Form, T = Test