

Job Description

Job Title:	Casual Watersports Instructor
Grade:	SCL Grade 2 -3 £7.85 - £8.84 Casual
Responsible to:	Watersports Development Supervisor
Responsible for:	
Hours of Duty:	Casual annual basis (summer contracts available)
Qualifications Required:	<p>A hold and at least one NGB coaching qualification from the below:</p> <ul style="list-style-type: none"> • RYA Dinghy, Powerboat or Start Windsurf Instructor or above • MTA Hill & Moorland or above, Single Pitch or Climbing Wall Award • BCU / UKCC Paddle Sports Coach Level 1 or above • BWSW System 2.0 Operator Licence

Purpose and Objectives of Post:

To assist with the delivery of the Watersports programme taking place at Helly Hansen Watersports Centre.

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

Duties and Responsibilities:

The duties listed below together with such other duties falling within the purview of the post as may be required.

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| 1 | To coach & supervise clients participating in activities Inc equipment preparation etc. |
| 2 | To set up & dismantle all appropriate equipment prior to sessions commencing. |
| 3 | To provide water safety cover. |
| 4 | To work to the standards of the watersports centre operating procedures and ensure all safety measures are followed & implemented. |
| 5 | To play a key role in developing and maintaining high standards of customer service & the collection of customer feedback. |
| 6 | To assist with the appropriate administration involved in delivering the programme of activities |
| 7 | To deliver activities targeted to the local community |
| 8 | To ensure maintenance of the building & equipment and repair as necessary. |
| 9 | To implement the Water Safety Code of Practice. |
| 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 undertake appropriate training, maintain personal skills and upkeep of relevant NGB memberships. |

Corporate Responsibilities:

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| 1 | To ensure the service is promoted efficiently, effectively and in keeping with the Corporate image. |
| 2 | Ensure customer care is the major priority for service provision. |
| 3 | To ensure high levels of professional conduct at all times with particular reference to punctuality, dress, presentation and administration. |
| 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 the SCL as being keen to assist wherever possible and positively promote the work the 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 | The post holder must carry out their duties with full regard to the SCL's Equal Opportunities and Health and Safety Policies. |

Review Arrangements

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals' jobs will change; existing duties may be lost and other duties 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 regarding such revisions with the post holder at the appropriate time.

Date, Job, & Description Prepared/Revised:	September 2015
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Prepared by:	Sarah Barnes
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Agreed by post holder (print name)	
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Post holder signature:	
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PERSON SPECIFICATION

POST: Watersports Instructor (Casual / Summer Contracts)

GRADE: 3

ESSENTIAL REQUIREMENTS		Assessment Criteria
Skills		
a.	Able to demonstrate the ability to communicate and handle enquiries from customers effectively.	AF/I
b.	Possess good motivational skills	AF/I
c.	A commitment to a high standard of customer care.	AF/I
d.	Able to work as an efficient member of a team.	AF/I
e.	A positive attitude towards teamwork.	AF/I
f.	Ability to meet deadlines	AF/I
g.	A basic understanding of and commitment to equality and diversity.	AF/I
Knowledge & Qualifications		
a.	Hold at least one valid NGB coaching qualification from the list below:	AF/Certificate
b.	Hold a valid First Aid certificate	AF/Certificate
c.	Good understanding of NGB initiatives & coaching practises	AF/I
d.	Knowledge of Health and Safety requirements for adventurous activities	AF/I
e.	Practical knowledge of the repair & maintenance of equipment	AF
f.	Knowledge of relevant National Governing Bodies and their schemes.	AF/I
Experience		
a.	Experience of relevant administration work eg lesson plans, evaluations, risk assessments	AF/I
b.	Experience of working in the outdoor industry	AF/I
Other		
a.	Willingness to undertake future training; and ability to adapt to new systems/ ways of working	I
b.	Able to work unsocial hours, on shift basis	I

DESIRABLE REQUIREMENTS		Assessment Criteria
Skills		
a.	Good standard of written and numeration skills	
Knowledge & Qualifications		
a.	Hold one other NGB coaching qualifications from the below	AF/Certificate
b.	Hold a RYA Powerboat Level 2 Certificate	AF/Certificate
c.	Be familiar with Education key stages and GCSE Requirements	AF/I
d.	Have an understanding of sport development	AF/I
Experience		
a.	Experience in other watersports & adventurous activities other than your coaching sports	AF/I

NOTE TO APPLICANTS:

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

KEY: I = Interview, P = Presentation, C = Certificate, AF = Application Form