highlife highland na gàidhealtachd | MAKING LIFE BETTER

i-care integrity community accountability respect example

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Leisure Assistant (Dry)

SALARY: £14.12 per hour

HOMEWORKING: This post is not suitable for homeworking

RESPONSIBLE TO: Leisure Supervisor / Operations Manager

JOB PURPOSE:
- Frontline delivery of leisure facility services
- Frontline delivery of High Life Highland's "High Life" scheme

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Comply with Health & Safety recommendations and any additional standards set by Highlife Highland and to be conversant with the role and responsibilities of the post.
- Update yourself regularly on all written operating procedures and carry out accordingly.
- Organise/lead activities and classes within the programme required by the Manager and Supervisor and to support the running of our children's activities and play schemes in the holidays.
- Set out and take down equipment, ensure it is maintained to a high standard of safety and cleanliness.
- Carry out routine maintenance of equipment and fittings as required.
- Carry out general cleaning of all areas to a high standard.
- Check for cleanliness and safety on a regular basis and ensure safe methods of work are achieved.
- Provide first aid treatment if qualified and trained to do so.
- Cover reception duties as required.
- Maintain confidentiality and adhere to data protection policy.
- Be conversant with the High Life membership scheme and actively promote the package benefits.
- Be friendly and helpful to users and uphold a high standard of customer care.

- Work as part of a team and contribute to the development and promotion of the centre.
- Attend training as required and achieve and maintain and relevant qualifications.
- Bring to the attention of the Manager any improvement that might increase the effectiveness and efficiency of the centre
- Pursue continuous professional development and contribute to the continuous improvement of the Leisure Centre and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Leisure team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.
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Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: Feb 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Leisure Assistant (Dry)

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

EXPERIENCE

- Experience of working with children.
- Experience in Leisure Centre related activities.
- Experience of organising and delivering recreational activities.

EDUCATION AND QUALIFICATIONS

- Working / studying / or general interest in a related field
- Good standard of education

SKILLS / ATTRIBUTES GENERAL

- Ability to get on well with colleagues
- An understanding of health and safety
- Good working knowledge of ICT
- An ability to work on your own initiative

SKILLS/ABILITIES SPECIFIC TO THE POST

- A keen interest and knowledge of activity delivery
- Ability and skills to undertake cleaning duties
- An ability to organise and run activities for children

INTERPERSONAL AND SOCIAL SKILLS

- Excellent Communication skills
- Excellent Customer care skills