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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Leisure Assistant (Dry)

**SALARY**: £16,835-£18,124 pro rata per annum, Plus weekend enhancements where appropriate

**LOCATION:** James Cameron Community Centre, Inverness

**RESPONSIBLE TO:** Facilities Manager

**JOB PURPOSE:** To perform the day to day duties involved in delivering a safe and efficient front line service

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To ensure the efficient and safe operation of all areas within the facility by performing regular safety and cleanliness checks, taking action where required.
2. To be conversant with the role and responsibilities of the post and act in accordance with the facility operating procedures and health and safety policy.
3. Assist in the practical delivery of the facility’s activity programme; including equipment set up/takedown and leading sessions
4. To maintain physical fitness, attendance at training and skills competency as required by industry guidelines and meet any additional standards set by High Life Highland
5. Ensure safe and acceptable user behaviour
6. To provide first aid treatment if qualified and trained to do so.
7. Ensure that the facility and items of fixed and portable equipment are maintained to a high standard of safety and cleanliness.
8. To be friendly and helpful to users and uphold a high standard of customer care.
9. To maintain confidentiality and adhere to data protection policy.
10. To cover reception duties as required.
11. To work as part of a team and contribute to the development and promotion of the centre.
12. To be conversant with the High Life membership scheme and actively promote the package benefits.
13. To attend training as required and achieve and maintain the relevant qualifications.
14. To bring to the attention of the manager any improvements that may increase the effectiveness and efficiency of the facility.
15. To be responsible for opening and closing the building.
16. To have the ability to work alone.

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than thosegiven 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.

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Leisure Assistant - Dry

**LOCATION:** James Cameron Community Centre, Inverness

**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:-

1. **EXPERIENCE**

* Experience of working in a leisure facility or comparable front line customer service industry
* Experience of cash handling and computer systems
* Experience of organising and delivering recreational activities

1. **EDUCATION AND QUALIFICATIONS**

* NGB/SVQ or comparable coaching qualifications or willingness and ability to undertake training and achieve accreditation
* First aid certificate or willingness and ability to undertake First Aid training
* HND health and fitness/REPS qualifications or similar would be highly desirable

1. **SKILLS/ATTRIBUTES GENERAL**

* Good communication skills both written and oral
* Good level of numeric skills
* Ability to demonstrate competency on computer systems

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

* Knowledge and understanding of health and safety legislation in the workplace.
* To be focused on providing quality service and demonstrating exceptional customer care
* Ability to multitask and problem solve
* Have a flexible approach to shift pattern and duties

1. **INTERPERSONAL AND SOCIAL SKILLS**

* Be a responsible, self-motivated individual with a high standard of performance
* Ability to work alone as well as part of a dynamic team.
* Ability to motivate self and colleagues
* Ability to be diplomatic and observe confidentiality