

JOB DESCRIPTION

Job Title	Aquatics Officer – Training and Development
Job Reference Number	YT2423
Closing Date	Sunday 5 May 2024
Interview Date	Monday 20 May 2024
Location	Your Trust Leisure Centres
Pay Band	Band 4, £27,975 – £31,641 per annum (pro-rate for part)
Hours of Work	30 hours per week
Accountable To	Aquatics Manager
Accountable For	Not Applicable
Special Conditions	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.

1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes being the lead for training and development of the Aquatics Team (Swimming Teachers and Leisure Attendant), ensuring all staff are skilled and able to perform their roles, delivering a range of in-house and open courses and ensuring compliance is in line with statutory and legal requirement and policies and procedures and standards and quality are maintained at all times.

2. DUTIES AND RESPONSIBILITIES

- a) To lead on planning, preparing and delivering ongoing aquatic related training and development for all Aquatics Teams, ensuring a high standard and quality of delivery at all times;
- b) To be responsible for managing and maintaining the aquatic related training and development records for all Aquatics Teams;
- c) To ensure all Swimming Teachers are trained to deliver high quality swimming lessons at the appropriate level;
- d) To plan, prepare and deliver a range of open courses for external candidates, ensuring these are in line with the appropriate awarding bodies requirements;

- e) To monitor and evaluate all aquatics related training and development delivery to ensure consistency across all sites;
- f) To assist the Aquatics Manager with Training Centre Co-ordinator duties;
- g) To support the Aquatics Officer – Operations with recruiting and inducting of team members;
- h) To lead, contribute and develop a mentoring programme for new and existing team members to build a well-trained team who demonstrate commitment to Your Trust Values of Curiosity, Passion and Trust;
- i) To motivate and inspire staff by instilling a supportive, positive, enjoyable yet professional environment to work in;
- j) To ensure that the training and development activities and courses present a positive and professional image of Your Trust;
- k) To assist the Aquatics Manager to monitor and improve all aspects of the Aquatics Teams including information technology, administration, human resource management, business development and financial management;
- l) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;
- m) To undertake other such duties and responsibilities of an equivalent nature as may be determined by Line Manager including providing cover as necessary in the absence of staff.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and

individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.

- e) Relationships - To promote positive working relationships with all internal and external parties.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Qualified to GCSE Level 3 / Grade C or above in Maths and English or equivalent or qualified by experience	E	A / I
Qualified to Level 2 STA Swimming Teachers Award or Certificate or Swim England Qualification Level 2 Teaching Swimming and experience of teaching swimming at a variety of levels and with all ages	E	A / I
Holds RLSS NPLQ 10 th Edition or equivalent	E	A / I
Holds RLSS Trainer Assessor or STA Tutor Status or equivalent	E	A / I
Experience of designing and delivering aquatics related training and development activities for staff and external candidates	E	A / I
Experienced in working in a customer focused environments	E	A / I
Experience of motivating and coaching others to improved performance	D	A / I
Hold Internal Quality Assessor or equivalent	D	A / I
Hold Level 3 Certificate in Adult Education or equivalent	D	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public including effective management of compliments and complaints	E	A / I
Excellent standard of aquatic knowledge and demonstrable confidence in promoting these	E	A / I
Knowledge of RLSS and STA Training Centre standards and requirements	E	A / I
Ability to design and deliver high quality lesson planning and assessment processes	E	A / I
Ability to engage and motivate learners to achieve completion of qualifications, courses or cpd	E	A / I
Ability to use own initiative and think commercially to support the development of the service	E	A / I
Ability to co-ordinate tasks to deliver activities and events smoothly and to deadlines	E	A / I
Ability to problem solve and make key decisions under pressure, including prioritising and meeting deadlines	E	A / I
Awareness of health and safety	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent IT skills (Word, Excel, Outlook)	E	A / I
Excellent time management skills	E	A / I
Awareness of Safeguarding	D	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Curiosity, Passion and Trust	E	A / I
High standards of personal presentation and appearance	E	I
Full UK driving licence or ability to travel around the Borough	E	A / I

Post Holder Name	
Post Holder Signature	
Date	

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 Completed By: Aquatics Manager