

## Job Description

Service:	One Leisure
Job title:	Junior Activity Coach
Grade:	C
Hours of work:	Variable
Responsible to:	Team Leader / Duty Mgr / Junior Activities Supervisor
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

### Purpose of Post:

To work as part of a team in the safe and enthusiastic delivery of our Junior Activity Programme and Junior Activity Holiday Programme, and to provide the highest standards of customer service to all customers of the centre.

**Key deliverables:**

**To manage:**

Maintain a high degree of customer care whilst dealing with the parents, children and staff at all times and monitor and maintain the safety and welfare of parents, children and staff within the Centre and ensure the correct behaviour and use by customers of One Leisure facilities.

The supervision and responsibility for the safety of Junior Activities and Junior Activity Holiday session customers.

To assist in facility and activity changeovers and be familiar with all equipment and procedures and ensure the safe handling, transport and maintenance of One Leisure equipment.

**To advise:**

Carry out any other duties as may be specified by the Shift Leader or Junior Activity Leader to ensure the effective operation of the One Leisure site including emergency action plans and procedures.

HDC is committed to safeguarding and promoting the welfare of vulnerable people including children and expects all staff to share this commitment.

**To produce:**


Delivering the children's programme in line with Product Briefs, Lesson Plans and Brand Standards.

To deliver the children's activities with structure and enthusiasm whilst encouraging the maximum participation of the children.

To ensure a high standard of cleanliness is maintained in accordance with cleaning schedules and standards.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within HDC

<p><b>Knowledge and Qualifications</b></p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p>	<ul style="list-style-type: none"> <li>• Qualification in a relevant teaching, childcare or sports coaching discipline.</li> <li>• An understanding of children's activities.</li> <li>• First Aid at Work Certificate</li> </ul>
<p><b>Experience</b></p> <p>Experience the person would need to do the job</p>	<ul style="list-style-type: none"> <li>• You must be 18 or over and have a Level 2 Sports Qualification</li> <li>• Previous experience in a similar environment is desirable but not essential</li> </ul>
<p><b>Skills and Abilities</b></p> <p>Specific skills the applicant would need to do the job</p>	<ul style="list-style-type: none"> <li>• Inspirational leadership skills.</li> <li>• Can demonstrate excellence in customer service.</li> <li>• Team player.</li> <li>• You will be caring, enthusiastic, talented, and love working with children.</li> <li>• Implement Centre activity programmes and plans.</li> <li>•</li> </ul>
<p><b>Decision Making and Impact on Others</b></p> <p>What impact the reasons made by the post holder would have on others across the Council/3C ICT</p>	<ul style="list-style-type: none"> <li>• Ability to build relationships with customers and staff.</li> <li>• Report any issues of concern to the Centre Manager according to the HDC Child Protection Policy.</li> </ul>
<p><b>Communication with Internal and External Customers</b></p> <p>What customers the applicant would be in contact with in the job</p>	<ul style="list-style-type: none"> <li>• Predominantly external customers – high visibility with members of the public via face to face.</li> </ul>

	<p>Day-to-day delivery of the highest quality customer service.</p> <p>Communication will involve giving instruction and supervising junior activity participants and parents.</p> <ul style="list-style-type: none"> <li>• Internal – Key liaisons with Junior Activity Leader, Management Team, Junior Activity Staff and other Centre staff via face-to-face.</li> <li>- Dealing with daily operational issues</li> <li>- Sharing and providing information with internal staff</li> </ul>
<p><b>Personal Attributes and Other Requirements</b></p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<ul style="list-style-type: none"> <li>• Dealing with customer comments, complaints and queries.</li> <li>• Be a good team worker demonstrating loyalty and commitment to the organisation and team members.</li> <li>• HDC Disclosure &amp; Barring Service Enhanced Check required.</li> </ul>
<p><b>HDC values</b></p> 	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>

	<p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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### Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council/3C ICT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children