**LIBERTY LEISURE**

JOB DESCRIPTION

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| Site: | Bramcote Leisure Centre |
| Post No & Job Title: | Assistant Swimming Development Officer |
| Grade: | Grade 5 |
| Responsible to: | Operations Supervisor (Swimming) |
| Responsible for: | Supervision and Work Allocation for Swimming Teachers and Volunteer Swim Teachers |
| Main purpose of the job | To undertake swimming instruction within the Liberty Swim School programme and provide lifeguarding cover as required. To assist with the development of the Liberty Swim School and aquatics programme.  To manage the Swim Teacher coaches and Swim Teacher Volunteer programme.  To support the team of swimming instructors to deliver a high quality service through assessments of Swimming Teachers, lesson planning, customer consultation, customer care, mentoring and training requirements.  Assist with the administration and marketing of the Swim School using the Go Learn swim software. |

**Main Duties and Responsibilities**:

1. Undertake swim teaching within the Liberty Swim School programme.
2. Supervise and allocate work for the Swimming Teachers.
3. Provide support and mentoring to the Swim Teachers to ensure a high quality of service is delivered. Ensure their duties are in accordance with their agreed programme and also satisfy the requirements of the company.
4. Undertake Swim Teacher assessments on the delivery of swimming lesson instruction and provide feedback.
5. Support the on-going development of staff by devising and delivering a regular staff training and mentoring programme. Identify areas where skills need to be developed and liaise with internal and external training providers as appropriate.
6. Liaise with Get Active (Liberty Leisure) and neighbouring schools to provide an established Volunteer programme. Regularly review and maintain and update the programme.
7. Seek potential training opportunities and funding for the Volunteers and Swim Teachers, thereby further up skilling potential future staff and creating succession opportunities.
8. Support the development and implementation of a quality assurance framework to deliver Swim England’s ‘Learn To Swim’ programme.
9. Provide support to the Swimming Development Officer in the administration of the Liberty Swim School. Utilise Go Learn swim software daily to deal with bookings, enrolment, management of waiting lists, cancellations, movement of pupils through the stages, etc.
10. Provide enrolment information to new customers, and utilise the Go Learn and Gladstone system to book and take payments for lessons. This can be via phone, setting up direct debit mandates, or at the Reception till and includes responsibility for cashing up tills.
11. Be creative in the range and delivery of the aquatic programme and swim lessons, responding to the market and introducing new ideas and activities to the programme.
12. Engage in the marketing of aquatic activities, ensuring the Liberty Swim School has a positive, visible presence on social media. Promote the swim school to potential and existing parents, design advertising materials, encourage membership sales and provide commentary / blogs supporting swimming.
13. Maintain an audit of swimming teaching aids, equipment and swim badges / certificates.
14. Provide high quality customer care and contribute towards providing a high quality experience for customers.
15. Follow the Company’s Health & Safety standards to set up and take down sports equipment safely, ensuring that activity changeover is efficient and meets the requirements of the customers.
16. Support the company’s sports coaching programme by assisting in other activities (where qualified), when requested.
17. Lifeguard the swimming pools when necessary. Training is an essential part of the post, and requires the post to attend regular training courses when arranged. Participate in continuous training programmes to be competent within the RLSS National Pool Lifeguard Qualification.
18. Using Microsoft Office and IT equipment, provide activity reports when requested to the chosen project lead officer and Swimming Development Officer.
19. Provide cover for Leisure Assistants and Swimming Teaching staff during annual leave and periods of sickness.
20. Provide administrative support to other service departments within the Company to improve efficiencies and customer experience.
21. In the absence of the Operations Supervisor, deputise for their position.
22. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Operations Supervisor or Operations Manager.

**SPECIAL CONDITIONS**

The post will require the post holder to apply for an Enhanced Disclosure; your Disclosure will include details of any criminal convictions. Cautions, reprimands and final warnings and your application is required for the purpose of asking an exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

**RESTRICTIONS**

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Assistant Swimming Development Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Company’s policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.