

Apprentice specification



Job title:	Be Well - Leisure Team Member Apprentice
Service:	Leisure
Grade:	Apprentice Corporate Rate
Hours of Work:	37
Reporting to:	Assistant Manager

Your apprenticeship

As a Leisure Team Member Apprentice, you will support, enhance and deliver the day to day operations and services of our Be Well facilities. Working as part of a team, you will be required to undertake a range of operational duties such as assisting with the opening and closing of the facility, undertaking routine maintenance of equipment and maintaining the cleanliness and safety of the environment. You will support programmed activities and take on duties including Lifeguard, Swimming Teacher, Gym Instructor and Group Activity Leader.

*Please be advised applicants will need to be able to prove their swimming ability at the interview stage.

The Be Well team are committed to support the health and wellbeing of our residents across the Wigan Borough. Whether this be supporting our youngest residents embark on their first swimming lesson or supporting individuals and community groups with existing exercise and wellbeing programmes. We pride ourselves on offering an extensive and diverse range of physical activity to support our residents.

Shift patterns will vary, Monday to Friday, between 07.00am and 22:00pm. Weekend working is required on a rota basis, with equivalent time worked allocated as time off Monday to Friday.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

During your apprenticeship you will

- Perform all the duties of a swimming teacher including; delivering swimming lessons that develop water confidence, core aquatic skills, safety and technical skills across a range of participants of different abilities from non-swimmer to advanced.
- Perform the duties of a lifeguard including; working as part of a team to provide safe supervision of swimmers and prevent accidents. How to intervene providing rescues and life saving techniques when necessary.
- Perform all of the duties of a gym instructor; including; conducting, gym inductions, client consultations, assessment and review and health screening.

- Plan activity sessions using techniques that are suitable for the participant(s) and their goals.
- Undertake pre-activity screening and health and safety checks when leading group sessions/classes.
- Lead groups using appropriate communication methods.
- Work in a team to support peers and colleagues to meet the goals of the business.
- Undertake the operational housekeeping of the leisure facility. For example, assembling, dismantling, routine maintenance and storage of equipment and cleaning tasks.
- Assist in the operation of opening and closing procedures, including evacuation. Safe set up of equipment and activities.
- Monitor customer use of equipment and ensure their safety, intervening, as necessary.
- You will be required to work evenings and weekends.
- You will be required to work across all Be Well Leisure Centres across the Borough.
- To provide assistance in the operation of events (both on and off site) as requested by management.

In this apprenticeship you will need

You must be able to demonstrate the following essential requirements:

- GCSE's A-C in Maths & English or equivalent (desirable but not essential)
- Swimming qualifications or proof of ability in the pool at interview.
- The ability to work accurately and follow instructions.
- The ability to plan work, manage own time and meet deadlines.
- To be enthusiastic and committed to providing excellent customer care.
- The ability to use own initiative and work flexibly as part of a team.
- The ability to complete the relevant apprenticeship qualification.

During this apprenticeship you will have the opportunity to develop:

- The use of IT including front of house system, social media and digital channels.
- The ability to communicate (written, verbal) accurately and effectively and in line with legal requirements. E.g. Information on products and accident reporting procedures.
- Your skills as a Lifeguard, Swimming and Gym Instructor.

Our culture

As an apprentice, you will be expected to adopt the culture and behaviours of the organisation. For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

As an apprentice, you will benefit from the principles of our Staff Deal; this is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough