

Job specification



Job title:	Leisure Recreation Assistant
Service:	Be Well Leisure
Grade:	G3
Hours of Work:	37 hours, 33hrs 7 13.3 hours x 2
Reporting to:	Assistant Manager / SLA

Your job

As a BeWell Recreation Assistant, you will work within the various leisure facilities across the Borough. 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 of a Lifeguard / First Aider. Holding a swimming teacher qualification is also advantageous.

A swim test maybe required as part of the assessment process for this position.

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 05.45am and 23:00pm. Weekend working is required on a rota basis, with equivalent time worked allocated as time off Monday to Friday.

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.

In this job you will

On an ongoing basis you will:

- ◆ Perform the duties of a lifeguard including working as part of a team to provide safe supervision of swimmers and prevent accidents. Ensuring you know how to intervene to provide rescues and life saving techniques when necessary.
- ◆ Perform the duties of a First Aider as and when required.
- ◆ Operate in conjunction with Health & Safety practices.
- ◆ 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. Cleaning tasks.
- ◆ Assist in the preparation 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.
- ◆ Utilise and demonstrate highly effective and engaging customer service skills that engages the customer to transact with us as the first point of contact.
- ◆ Undertake ongoing training as required to maintain the highest level of operational efficiency and competency relating to the job role.
- ◆ You will be required to work day time, evenings and weekends
- ◆ Provide assistance in the operation of events (both on and off site) as requested by management.

In this job 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)
- ◆ National Pool Lifeguard Qualification and evidence of ongoing / regular training to maintain competence or provide evidence of being booked on a National Pool Lifeguard Qualification course within the next 8 weeks.
- ◆ The ability to work accurately and follow instructions
- ◆ The ability to plan work, manage own time and meet deadlines
- ◆ The ability to quickly react to emergency situations
- ◆ To be enthusiastic and committed to providing excellent customer care
- ◆ The ability to use own initiative and work flexibly as part of a team
- ◆ Be enthusiastic and committed to providing excellent customer care

Our culture

As a BeWell Recreation Assistant, 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

Be Kind... be helpful, generous and thoughtful towards yourself and others

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

#TeamWiganDeal

Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.