

## Job Description

<b>Job Title</b>	Senior Aquatic Lead
<b>Employer</b>	Everybody Sport & Recreation
<b>Location</b>	Various
<b>Hours of Work</b>	37
<b>Reporting to</b>	Senior Manager – Sports, Aquatics & Fitness

### Job Purpose

The Senior Aquatic Lead will be charged with the overarching performance of Everybody Sport & Recreation's Aquatic based services, across a specific group of Leisure Facilities. The role will also provide onsite support to one individual Leisure Centre within the respective group.

The post holder will directly line-manage a range of Aquatic Lead's in order to help and support them achieve their objectives and influence standards and performance across the remaining Leisure Centres within the respective group.

In addition to the above, the Senior Aquatic Lead will be responsible for the delivery and provision of an educational training programme that will support internal and external candidates to further their aquatic knowledge base. This includes the delivery of a comprehensive CPD programme, to ensure that correct standards are enforced across each operational group.

The Senior Aquatic Lead will increase Swimming participation Levels and ensure performance targets are met for all Aquatic services. The post holder will provide ad hoc teaching cover across all leisure centres within their group to ensure a consistent programme is delivered.

This role will hold a corporate focus, in the form of School Swimming / LTSS Pathways or Training Development. This function will include the strategic implementation and growth of such a corporate focus.

## **Main duties**

The post-holder will be expected to lead by example in setting the tone and tempo of how staff undertake their allocated duties, and by upholding high personal standards at all times. The Senior Aquatic Lead will also be expected to;

1. Maintain a key focus on the performance and profitability of the 'Everybody SWIM' product and for communicating the findings in a way that engenders collective responsibility among the site delivery teams.
2. Ensure that the 'Everybody SWIM' product delivery standards are of a high quality at all times, through regular inspection and monitoring, and via the effective induction and training of staff and the coordinated planning of tasks.
3. Respond positively and quickly to manage and address areas of poor or diminishing performance related to the 'Everybody SWIM' product delivery.
4. Report directly to the Senior Manager – Sports, Aquatics & Fitness, to assist with the strategic management and development of all aquatic related services.
5. Assist the General Managers in effectively managing their aquatic budgets carefully, particularly in areas of most significance such as staffing.
6. Provide effective management and support to those reporting directly to the role, whilst influencing the standards of those who will impact the wider performance of the holistic aquatic offer.
7. Deliver a range of comprehensive and inclusive educational training courses to internal and external candidates, aligned to the Trust's Academy branch (such as the Swim England Level 2: Teaching Aquatics qualification).
8. Manage the 'Everybody SWIM' product systems that affect the safe environment of our visitors, i.e. checking the completion of registers, procedures in emergency situations and take corrective action where appropriate.
9. Be responsible for the effective planning, programming and promotion of all swimming products.
10. Support the product consistency by providing ad hoc teaching cover for instances such as sickness and annual leave.
11. Ensure secondary spend opportunities, re-saleables, certificates, etc. are maximised and that the merchandising of goods is always maintained at a high standard.
12. Set out and report against key and measurable objectives and manage the team's performance closely to ensure the effective and efficient delivery of the swimming service.
13. Maintain and develop a good working relationship with both internal and external customers including members of the public, NGBs, corporate clubs and suppliers.



15. Ensure that all staff within your remit adheres to all ESAR practices, policies and procedures, particularly Financial Regulations, Equal Opportunities, Safeguarding, Data Protection, Code of Conduct, Disciplinary and Grievance, and Health and Safety.
16. Contribute to the Trust's positive public image by ensuring that all staff maintain a helpful and efficient approach.
17. Respond to customer enquiries professionally and in accordance with ESAR's customer care charter, be they by telephone, email, social media, letter or face to face.
18. Be present within the respective operational group, offering onsite support and guidance and lead from the front.
19. Support Senior Management in the development and implementation of a range of innovative, up to date and commercially viable aquatic services.
20. Provide advice to General Managers, in relation to the coordination, implementation and management of all aquatic resources (staffing, equipment, and marketing).
21. Drive, support and lead on a range of retention campaigns (such as swimming promotions etc.).
22. Establish and host a regular timeline for relevant team meetings, whilst preparing and delivering quarterly performance updates for the management team.
23. Strategically lead and implement a key corporate focus (i.e. School Swimming, LTSS Pathways and Training Development).

Notwithstanding the detail in this job description, in accordance with the ESAR Flexibility Policy the job holder will undertake such work as may be determined by their line Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job

#### **IMPORTANT**

##### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

