**Role Profile**

**Job Role:** Aquatic, Sport & Activity Activator (2)

**Salary:** Scale 2 SCP 011 - 013

**Competency Band:** 2

**Location:** Across KAL

**Responsible To:**  Corporate Sports & Activity Team

**Responsible For:** None

**Role Description**

Your primary role is to get people active! You will part of a team of people assisting with an aim to deliver safe and fun sports and activity sessions to our customers, making sure that they have a great experience and ensuring that they choose to keep coming back. The majority of your week will be spent assisting/delivering sessions to people – that’s a lot of activity. In the remainder of your time you will have administration tasks to complete so you need to be organised and manage your time well.

Your focus is on structured sports and physical activities. You will be required to assist/ deliver sessions that could range from swimming lessons to football to activity camps; so you will need to be adaptable and have a range of delivery skills – you will need to be able to turn your hand to deliver pretty much anything.

You will deal with enquiries and we have a range of IT systems in place to use. You will get to know our systems and use them as part of your daily routines to communicate with others, record progress and perform general administration tasks such as participation monitoring.

**Key Tasks**

* Take responsibility for assisting/leading, coaching and delivering activity sessions across KAL whilst ensuring the safety of participants through guidance, instruction, supervision and demonstration
* Administrative tasks related to the post including but not limited to; the continual update of the Learn 2, Plus 2 and SharePoint systems.
* Liaise with Aquatic, Sport and Activity Activators – (3 & 4) and Lead Activators on sports and pool activity programming
* Support Apprentices and volunteers to develop within their roles
* Keep up to date with knowledge and developments around sports and physical activity
* Perform marketing outreach work including delivering talks to schools, providing external organisations with leaflets and posters and ensuring effective use of KAL Social Media to increase participation
* Advise and assist customers with their enquiries and any feedback on assessments

**A Criteria**

* The ability to demonstrate the KAL Values – ONE TEAM, PASSION, EXCELLENCE
* A minimum of 6 months’ experience of working with people in a sport and physical activity environment
* Have an understanding of physical activity development and have recent experience of leading and supervising groups in a variety of physical activity programmes
* Basic knowledge and experience of health and safety
* The ability to prioritise tasks and work under pressure
* Strong organisation skills with the ability to complete a wide range of administration skills within set timescales
* A confident and friendly approach
* IT experience
* Flexibility with working hours (evenings and weekends are a must) and location (be able to travel across Kirklees)
* Hold a level 1 ASA Level 1 in Teaching Aquatics (Assistant Teacher)
* Hold the RLSS Lifeguard Qualification or equivalent or National Rescue Award for Swimming Teaches and Coaches (NRASTC)

**B Criteria**

* KAL Corporate Induction
* KAL Health and Safety certificate
* Life Changing Event training
* GSCE C or above in Maths and English, or equivalent
* L1 Safeguarding Children certificate
* L2 Safeguarding training
* Manual Handling certificate / Knowledge and experience of moving and handling sports / activity equipment
* Institute of Customer Service First Impressions certificate
* Experience of supporting, supervising or mentoring staff and volunteers
* Experience of planning / delivery project work
* Experience of networking and partnership work
* KAL product knowledge
* Knowledge of a variety of IT systems, eg TRP, Sharepoint, Plus2 and Learn2

**In addition, we expect that everyone:**

* Complies with all health and safety legislation and any site safety rules imposed by management to ensure the health safety and welfare of yourself and other persons, such as members of the public. All relevant health and safety documentation and training will be provided.
* Acts in accordance with KAL’s Equal Opportunities policy and treats colleagues and customers with dignity at all times, and does not discriminate against, or harass other members of staff or customers, regardless of their status. You should also counteract such practice or behaviour by challenging or reporting it.
* Must commit to, support and work within KAL’s Safeguarding policies and procedures

**Behavioural Competencies**

The role of an Aquatic, Sport and Activity Activator (2) is Band 1 and you will be expected to demonstrate an ability to work at this level, satisfying the majority of the behaviours at application. You would then be expected to progress until you are consistently meeting all the competencies within Band 1.

You are expected to provide evidence of how you meet these competencies as part of the application process. These competencies may be tested within the interview process