



## PERSON SPECIFICATION

**POST:** Leisure Team Member    **GRADE:** B Apprentice

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application

ESSENTIAL REQUIREMENTS	Assessment Criteria
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 Fitness Instructor</li> <li>• National Pool Lifeguard Certificate</li> <li>• ASA Level 2 Swimming Teachers Qualification (or Equivalent)</li> <li>• Or must be willing to undertake and obtain the above stated certificates within 6 months</li> </ul>	C/AF
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Able to demonstrate the ability to communicate and handle enquiries from customers effectively</li> </ul>	I
<ul style="list-style-type: none"> <li>• Possess good motivational skills</li> </ul>	I
<ul style="list-style-type: none"> <li>• Good standards of written and numeration skills</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A commitment to a high standards of customer care.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Able to work on own initiative.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Able to work as an efficient member of a team.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A positive attitude towards teamwork.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• The ability to follow instructions, adhere to rotas, timetables and set procedures and to undertake a wide range of routine tasks.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A basic understanding of and commitment to equality and diversity.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Willingness to undertake future training and a minimum level 2 swimming teacher qualification, level 2 fitness qualification; and ability to adapt to new systems/ ways of working.</li> </ul>	AF/I
<b>Behaviours</b>	

• Professional	AF/I
• Respectful	AF/I
• Knowledgeable	AF/I
• Passionate	AF/I
• Solutions Driven	AF/I
<b>DESIRABLE REQUIREMENTS</b>	Assessment Criteria
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• <b>Coaching Qualifications</b></li> <li>• <b>Level 3 Personal Trainer</b></li> <li>• <b>ASA Swimming Teacher Qualification Level 1 or Level 2</b></li> <li>• <b>GP Referral Qualification / Exercise Referral Qualification</b></li> <li>• Membership of the Chartered Institute of Sport &amp; Physical Activity (CIMSPA)</li> <li>• Duke of Edinburgh Award</li> </ul>	C/AF
<b>Skills</b>	
• Experience of working in a voluntary capacity	AF/I
• Experience working in a customer service environment.	AF/I
<b>Experience &amp; Knowledge</b>	
• Experience knowledge of Health and Safety Procedures such as a Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)	AF/I
• Amateur Swimming Association (ASA) Level 1 or 2 Teaching	AF/C
• NVQ Level 2 or above in Customer Care Qualification	AF/C
• Relevant Coaching qualification	AF/C
• NVQ Level 3 Personal Trainer Qualification	AF/C
• GP Referral Qualification / Exercise to Referral Qualification	AF/C
• Experience of working within a sports & leisure environment	AF/I

#### **NOTE TO APPLICANTS:**

Please demonstrate in your application on how you feel you meet the above requirements

**KEY:** I = Interview, C = Certificate, AF = Application Form, T = Test