



Your job

Job Title: Recreation Assistant

Service: Be Well Leisure

Grade: G3

Reporting to: Assistant Manager/Senior Leisure Assistant

As a Be Well Recreation Assistant (Lifeguard), 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.

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 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 European General Data Protection regulations (UKGDPR) 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.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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.

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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

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 **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”