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| Job Description and Person Specification | |
| Job Title: | Activity Leader |
| Reporting to: | Watersports Manager |
| People/Team Management: | N/A |
| Band: | B6 |
| Key Purpose:   * To provide exceptional standards of customer service to all UKSA clients * To ensure the safety of students at all time * To assist and support Watersports Instructors onshore * To deliver shore based activities which exceed the needs and expectations of the client | |
| The duties and responsibilities will include, but are not limited to:   * Providing a strong customer focus at all times * Ensuring the safety of everyone under your supervision. * Assisting students/ clients with their requirements, problems and difficulties * Attending regular departmental and daily staff meetings * Take an active part in training courses/programs to further personal instructional ability and expand qualifications * Delivering a high quality of supervision to groups assigned to you * Delivering daytime/evening activity sessions both onsite and offsite * Ensuring dietary requirements of students are met and ensure student meals are delivered in an appropriate manner and cleared away in a timely manner * Providing mealtime supervision for groups/students * Helping to maintain a clean working centre and supporting the Watersports Instructors with setting up/packing up delivery sessions * Assist with the day-to-day running of activities during student unsupervised times | |
| Health & Safety   * Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements * Manage your own health and wellbeing to ensure you perform your assigned duties in a safe and professional manner, with the ability to demonstrate a proven record of maintaining acceptable levels of sickness/ absence | |
| Individual Performance and Development   * Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA * Understand your objectives and how these fit in with individual, team and business performance * Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews with your manager and mentor | |
| General   * Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures. * Make a commitment to deliver excellent customer service and commitment to the role * To be part of our community and live by UKSA values | |
| This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder. | |

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| Person Specification | | |
|  | Essential | Desirable |
| Knowledge: |  | * Completion or part completion of an outdoor activity leadership qualification (for example a BTEC in Sport) * Silver or Gold DofE completion   candidates |
| Qualifications: | o Current DBS check certificate | * Full UK/EU driving licence held for no less than 12 months * First Aid qualification (in date) |
| Experience: | * Experience in a childcare setting (children aged 6 years plus) * Experience in a sports/activity leadership setting | * Scout leader * Dance teacher * Circus skills performer * Tour / school residential leader * Experience in team building games & other land-based activities such as orienteering, soft archery etc. * Some on/off water delivery experience * Customer facing experience * Entertainment industry experience |
| Skills: | * Outgoing and fun * Aptitude to develop / and desire to train to gain on water instructional qualifications * Ability to communicate well (written and verbal) * Ability to motivate young people * Good team player * Safety conscious |  |