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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
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| 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
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| 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
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| 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
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| 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
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| 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)
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| 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
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| 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
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