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 professionalmanner, 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.

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:	○ 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	