

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			710438

Job Title	Leisure Assistant (Water)		
Service	Environment	Team	Countryside Service
Location	Dinton Pastures and Activity Centre and California Country Park		
Reports to	Countryside Officer and Activity Centre Manager		
Grade:	Type of position:		Hours per Week:
Grade 2 £9.36 per hour	Casual		Variable

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

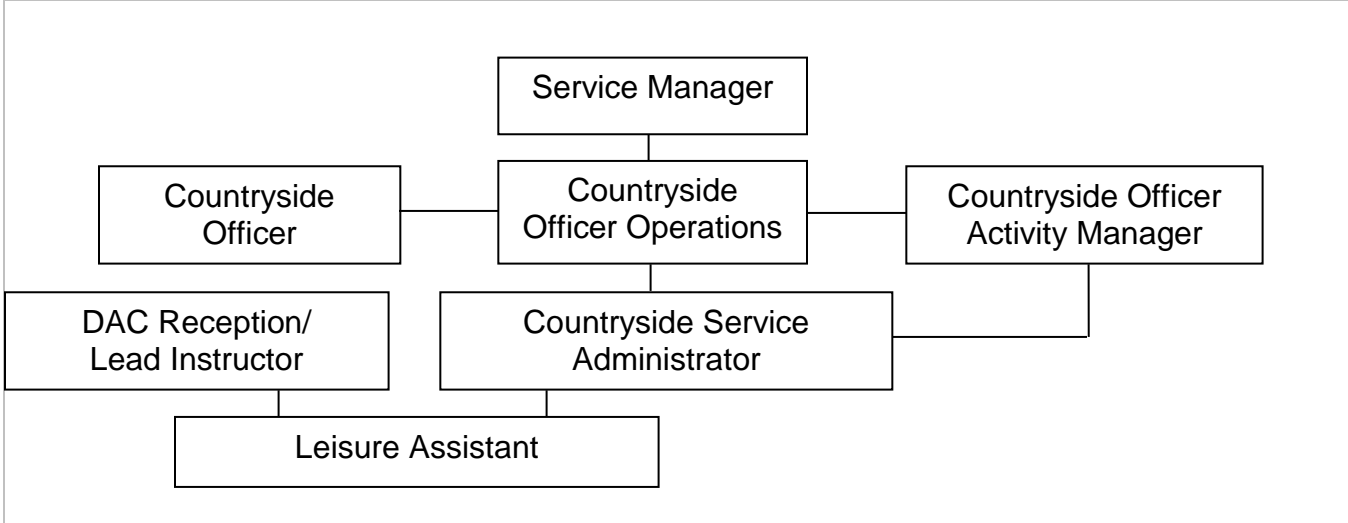
**Service Purpose**

To effectively manage the council’s Country Parks, Nature Reserves, PROW, Dinton Activity Centre and to offer biodiversity advice.

**General Description of the job**

To support the delivery of outdoor seasonal leisure activities at Dinton Pastures and California Country Parks and across our Countryside sites. To assist with the smooth running of Dinton Activity Centre. To support the delivery of the education programme at Dinton Pastures. Duties will entail running the paddling pool at California Country Park, checking car parks and play areas. Main tasks will include hiring of watercraft, maintaining and recording water quality of the paddling pool, litter picking, data recording and maintaining health & safety standards. The successful candidate will be introduced to our comprehensive training programme to accelerate your opportunities for personal development into a fully qualified and experienced instructor. It is essential that you are confident working in and around water and with the public.

**Organisation Chart**



### **Main Accountabilities of the post**

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	Daily running of the Dinton Activity Centre under the supervision of lead instructors.
2	Assist duty rangers and estate workers within the Countryside Service with practical tasks and customer service duties.
3	Ensuring the smooth daily operation of the paddling pool: Completing pool opening, operating and closing procedures, cleaning regimes such as netting the pool for debris, backwashing, vacuuming and filter clearing. Checking water levels and quality.
4	Supporting full time staff in ensuring site safety including litter picking, play area checks and reporting damaged facilities.
5	Maintaining a high level of customer care. Dealing with enquiries, first aid and other needs of our visitors. Permanent staff are on hand for guidance at all times.
6	Practical tasks such as cleaning of equipment, sweeping, weeding, painting and putting up temporary signage as required. Instructions will be given for each task.
7	Assist lead and senior instructors in the delivery of activities, land and water-based, at all Countryside Service sites.
8	To assist lead and senior instructors, when required, with the Services' education programme Activities could include pond dipping, mini beasting and orienteering.

### **Additional Corporate Responsibilities**

1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	<b>Values Profile:</b> To follow the principles set out in the <a href="#">Employee Values Profile</a>
3	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
6	<b>Special Factors:</b> <ul style="list-style-type: none"> <li>• <i>Unsociable hours.</i></li> <li>• <i>Cash handling.</i></li> <li>• <i>Equipment checks.</i></li> <li>• <i>Outdoor working in all weathers.</i></li> </ul>

- *First aider.*
- *Post-holder expected to be up-to-date on a number of vaccinations and carry a leptospirosis card.*
- *Ability to work regular weekends and bank holidays.*
- *Addressing customer issues.*
- *Able to work at different sites/locations.*

*Successful candidates will have the opportunity to gain many water and land-based activity qualifications whilst in this post to enable their professional development. The service will fund training based on a full season's employment, with the proviso that should the employee leave before completing the full season, recuperation of training costs will be expected.*

**Scope**

<b>Resources</b>	Facilities, equipment or systems within overall span of control	<ul style="list-style-type: none"> <li>• cash handling on an infrequent basis and under the direction of other countryside service staff.</li> <li>• Safe use of Countryside Service vehicles, <i>equipment</i> and tools.</li> </ul>
<b>DBS Check required</b>	Yes	

**Person Specification**

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	First Aid (training available) Full Driving Licence Safeguarding training (training given)	A relevant qualification in the field of outdoor conservation, water sports or leisure industry.
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
	Good communication Good teamwork. Adaptability. Ability to work with groups of all ages and abilities. Ability to follow instructions. Ability to work to safe operating procedures. Good record keeping.	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	A keen interest in the outdoors.	Familiar with Wokingham Borough area. Awareness of Health & Safety issues.
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Previous experience in outdoor activities – professionally or personally. Experience of working in the outdoors. Experience of customer service.	Water-based and land-based activities. Experience of working with children. Formal qualifications in relevant field.

