

Come and join the team!

ROLE ADVERT

ROLE TITLE: Sport and Leisure Assistant

ADVERT TEXT:

MonLife are looking for individuals who are passionate about the sport and leisure industry and can demonstrate a high quality of service delivery, excellent customer care and most importantly energy, enthusiasm and commitment.

The successful applicant(s) will be required to carry out a wide range of duties including lifeguarding, sports instruction, catering, equipment set ups and cleaning and work towards covering Relief Duty Officer shifts.

POST ID: LALC 200 – Sport and Leisure Assistant

LOCATION: Abergavenny Leisure Centre

GRADE: BAND C SCP 5 – SCP 8 £24,790 - £25,992

HOURS: 37 hours week (including evening and weekends on a 3 week rota)

TEMPORARY: No

DBS CHECK: Yes

CLOSING DATE: 5pm 3rd April 2025

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form, which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- Committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: Sport and Leisure Assistant

POST ID: LALC 200 – Abergavenny Leisure Centre

GRADE: BAND C SCP 5 – SCP 8 £24,790 - £25,992

HOURS: 37 hours week

WORK PATTERN: Full time = 37 hours on a three-week Rota; including mornings, afternoons and weekends

LOCATION: Abergavenny Leisure Centre

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

Enhanced with Both Children/Adults Barred List Checks)

RESPONSIBLE TO: Duty Officers and Leisure Centre Manager

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable.

MonLife - Who are we?

MonLife is a service group delivering within Monmouthshire County Council. Our mission at MonLife is to promote healthier lives and inspirational experiences, and promote the vibrancy of Monmouthshire as a great place to be. MonLife is a one-stop-shop vehicle for health, wellbeing and creating diverse opportunities for all of our communities.

Safeguarding:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the wellbeing, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

The Purpose of this Role:-

We are encouraging individuals to apply who are passionate about the leisure/sport and fitness industry and can demonstrate a high quality of service delivery, excellent customer care and most importantly energy, enthusiasm and commitment.

Working on your own and as part of a team the successful applicant(s) will be required to carry out a wide range of duties including planning and delivering sport

sessions, dealing with customer queries and maintaining a high level of professionalism.

Expectation and Outcomes of this Role: To represent Monmouthshire in a professional manner, delivering a friendly and effective service in all activities associated with the leisure centre.

Key Responsibilities:

- Assist in the operation of all services at the Centre, including sports and recreation, children's activities, fitness, swimming, community education, and catering.
- Help plan and lead the delivery of sports instruction and coaching for various activities, ensuring the engagement of children and young people in sport and physical activity through programmes like The Monmouthshire Games, Play, and Positive Futures.
- Supervise the swimming pool in accordance with the Centre's Normal Operating Procedures and Emergency Action Plans.
- Attend relevant sports and leisure assistant training as required, including 3 hours of on-site staff training per month, to maintain your National Pool Lifeguard Qualification and support your personal development.
- Ensure continuous compliance with health and safety standards throughout the Centre.
- Prepare Centre facilities to a high standard for all activities, sporting events, and community and educational provisions.
- Contribute to maintaining high cleaning standards across the Centre.
- Provide excellent customer care, offering advice on all aspects of the Centre's provision, and handling customer inquiries and complaints professionally.
- Adhere to the Council's Equal Opportunities Policy and ensure the principles of equal opportunities are practiced.
- Follow the Council's policies on safeguarding and the protection of children and vulnerable adults.
- Support volunteers involved in the delivery of sport and physical activity services.
- Work effectively both independently and as part of a team.
- Undertake any other duties as required by the Duty Officers or Sport Development team, in line with the role.

Here's what we can provide you with:-

MonLife encompasses: Leisure, Tourism, Sports Development, Youth, Outdoor Education, Green Infrastructure, Museums, Attractions and more. We can offer a culture that promotes collaborative team working and fosters close links with our partners. A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities. A laptop, mobile phone and the ability to work agilely, subject to the needs of the service.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

	Essential	Desirable
Experience		<p>A minimum of 1 years experience of working in a Leisure Centre, sports setting or similar customer focused environment.(A/I)</p> <p>Experience of working in a Local Government Setting. (A&I)</p> <p>Experience of working on a dual use leisure facility. (A&I)</p>
Education & Qualifications	<p>Hold a current Royal Lifesaving Society 10th Edition National Pool Lifeguard Qualification. (A)</p> <p>Willingness to undertake staff development training in order to improve in the post. (A I)</p>	<p>Working towards or hold a recognised National Governing Body Sports Coaching Qualification(s) including Sport leaders UK or equivalent leadership qualifications or Swimming teachers qualification. (A)</p> <p>Hold a safeguarding and protecting children in sport qualification or equivalent. (A)</p> <p>Working towards or hold a CIEH Food Hygiene Certificate (A)</p>
Knowledge, Skills & Competencies	<p>Ability to work well with others and have the ability to work unsupervised and use own initiative as well as operating as an effective team member (A/I)</p>	<p>Extensive knowledge of the role specific legislation, statutory duties, codes and practices, health and safety and conditions of contracts. (A&I)</p>

	<p>Ability to support children and young people with challenging needs to play safely within the play environment.</p> <p>Be passionate and committed to the delivery of a quality service with an awareness of customer care principles.</p>	<p>Excellent written communication. (A&I)</p> <p>Hold a strong customer focus and commitment to delivering high quality services to achieve results. (I)</p> <p>Computer literate, with a commitment and enthusiasm to use industry related customer database and digital booking and sales systems. (I)</p> <p>Good communication skills relating to wide range of stakeholders. (I)</p>
Personal Attributes	<p>Commitment to Safeguarding policy and procedures. including undertaking appropriate safeguarding training. (I)</p> <p>Willingness to undertake staff development training in order to improve in the post (I)</p> <p>Commitment to equal opportunities policy, including undertaking appropriate equality awareness training. (I)</p> <p>Able to perform well under pressure and without direct supervision. (I)</p>	<p>Evidence of continuing professional development. (A&I)</p> <p>Commitment to working with and supporting volunteers. (I)</p>
Other	<p>To be flexible and have the willingness to work when required and at different sites (A&I)</p>	<p>Welsh Language Skills. (A&I)</p>

A = Application form (including shortlisting) E = Exercise P=Presentation I = Interview



monmouthshire
sir fynwy

Welsh: Desirable

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

Should you require any further information regarding this post, please contact:

Joe Killingley – michellewitch@monmouthshire.gov.uk

Closing Date: 5pm on 3rd April 2025

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. ➤ Can understand who to transfer a phone call to etc. 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment

LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or emails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, Cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none">➤ Can follow all conversations and discussions with individuals or colleagues.➤ Can understand the ambiguity and nuance of language.	<ul style="list-style-type: none">➤ Can express yourself fully in detail, even when discussing complex issues.➤ Can adapt the style and register of your language to suit the audience.	<ul style="list-style-type: none">➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.➤ Can read long texts to find relevant details and can understand most types of written material.	<ul style="list-style-type: none">➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.➤ Can write formal or informal Welsh as required.➤ Can write a range of documents accurately and with confidence.

