

### **Role Profile**

<b>Job Role:</b>	Aquatic & Activity Activator
<b>Salary:</b>	Grade B
<b>Competency Band:</b>	2
<b>Location:</b>	Across KAL
<b>Responsible To:</b>	Assistant Aquatic & Activity Manager
<b>Responsible For:</b>	None

### **Role Description**

KAL Aquatic & Activity Activator is a swimming delivery and customer service position within KAL. The position of an Aquatic & Activity Activator works within a wider team to make a positive impact on people's health & wellbeing through the delivery of activity across Kirklees.

Your focus is on structured aquatic and activity programmes and delivery. You will be required to deliver sessions within the aquatics pathway, leading the delivery of specialised sessions such as school swimming, adult & child, adult Learn 2 Swim. You may also lead an additional activity such as parties, activity days and family attractions; so, you will be adaptable and have a range of delivery skills.

You will deal with enquiries and we have a range of IT systems in place to use. You will get to know our systems and use them as part of your daily routines to communicate with others, record progress and perform general administration tasks such as participation monitoring and weekly reports.

Activators will be required to have excellent communication skills with customers and colleagues. You will also be expected to deliver a high standard of customer service, be creative with all KAL products and support the improvements of pool programmes and systems.

## **Key Tasks**

- Take responsibility for leading, coaching and delivering swimming and activity sessions across KAL whilst ensuring the safety of participants through guidance, instruction, supervision and demonstration
- Administrative tasks related to the post including but not limited to; the continual update of the Learn 2, Plus 2 and SharePoint systems and input to the development of reports and information documents
- Communicate with Aquatics and Activity Activators and Assistant Aquatics and Activity Managers on activity, products and pool programming
- Support the development and implementation of new products
- 'Mentor' the workforce and volunteers to develop within their roles
- Keep up to date with knowledge around aquatics and activity
- Engage with marketing outreach work including delivering talks to schools, providing external organisations with leaflets and posters and ensuring effective use of KAL Social Media to increase participation
- Advise and assist customers with their enquiries and any feedback on assessments

## **Essential Criteria Definition**

These are the skills, qualifications, experience and attitude you will need in order to be shortlisted for the post. These are essential to perform your role on day one.

## **Desirable Criteria Definition**

These skills, qualifications and experience are ideal to have on day one of the job, however, if you don't have them yet, we consider most of these can be obtained during the first few months in the role. You must be aware that you will need to be demonstrating these skills longer term. You will be expected to develop your skills and knowledge within an agreed timescale (usually within 3-6 months of your start date) to meet the Desirable criteria in full.

## **Essential Criteria**

- The ability to demonstrate the KAL Values – ONE TEAM, PASSION, EXCELLENCE
- **Hold the Swim England (STA) Level 2 Swimming Teacher qualification or equivalent ie STA, which would require internal training and RPL during the first 6 months**
- Hold the RLSS National Pool Lifeguard or NRASTC Qualification or the ability to complete within the first 3 months of employment.
- A minimum of 6 months' experience of working or volunteering in aquatics & activity
- Ability to travel to all KAL facilities and across the Kirklees area and at short notice
- Have recent experience of leading and supervising groups in a variety of aquatic & activity programmes
- Basic knowledge and experience of health and safety
- Must hold a qualification in Maths and English, at L2 or equivalent
- The ability to prioritise tasks and work under pressure
- Strong organisation skills with the ability to complete a wide range of administration skills within set timescales
- A confident and friendly approach
- IT experience
- Flexibility with working hours (evenings and weekends are a must) and location.



### **Desirable Criteria**

- KAL Corporate Induction
- KAL Health and Safety Training (including manual handling)
- Life Changing Event training
- L1 Safeguarding Training
- Possession of at least one qualification in an additional discipline / activity
- Experience of supporting/supervising staff and volunteers
- KAL product knowledge
- Knowledge of a variety of IT systems, eg TRP, Sharepoint, Plus2 and Learn2

### **In addition, we expect that everyone:**

- Complies with all health and safety legislation and any site safety rules imposed by management to ensure the health safety and welfare of yourself and other persons, such as members of the public. All relevant health and safety documentation and training will be provided.
- Acts in accordance with KAL's Equal Opportunities policy and treats colleagues and customers with dignity at all times, and does not discriminate against, or harass other members of staff or customers, regardless of their status. You should also counteract such practice or behaviour by challenging or reporting it.
- Must commit to, support and work within KAL's Safeguarding policies and procedures

### **Behavioural Competencies**

The role of an Aquatic & Activity Activator (Grade B) is Band 2 and you will be expected to demonstrate an ability to work at your Band level, satisfying the majority of the behaviours at recruitment. You will then be expected to progress until you are consistently meeting all the competencies within your current Band.

KAL Competencies can be found on the website. These competencies may be tested within the interview process.