



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details | |
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| Job Title | Leisure Assistant (Water and Land) |
| Service | Resources & Assets - Commercialisation |
| Team | Dinton Activity Centre |
| Location | Dinton Pastures, Dinton Activity Centre, California Country Park & Places Leisure within Wokingham Borough Council |
| Reports to | Team Leader and General Manager |
| Worker Style | Fixed Base across our Countryside sites predominantly Dinton Pastures and California Country Parks with shifts at Dinton Explorers (Places Leisure Centres in the Borough) |
| Responsible for | No responsibilities for other personnel |
| Grade | Grade 2 |
| Contract Type | Casual |

| Main Accountabilities | |
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| 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. |





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| 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. |
| 9. | Assist with the running of the Dinton Explorers Childrens Clubs at Places Leisure, running activities such as football, badminton, soft play, swimming and crafts |

| Person Specification | Essential | Desirable |
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| Education/Qualifications | <ul style="list-style-type: none"> - First Aid (training available) - Safeguarding training (training given) for welfare of children and vulnerable adults. | <ul style="list-style-type: none"> - A relevant qualification in the field of outdoor conservation, water sports or leisure industry. - Powerboat level 2 |
| Experience | <ul style="list-style-type: none"> - Previous experience in outdoor activities – professionally or personally. - Experience of working in the outdoors. - Experience of customer service. | <ul style="list-style-type: none"> - Water-based and land-based activities. - Experience of working with children. - Formal qualifications in relevant field. |
| Skills/Knowledge | <ul style="list-style-type: none"> - A keen interest in the outdoors. - 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. | <ul style="list-style-type: none"> - Familiar with Wokingham Borough area. - Awareness of Health & Safety issues. |

| Purpose Details | |
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| Service Purpose | This role sits in the Resources & Assets Service. |
| Role Purpose | <ul style="list-style-type: none"> - To support the delivery of outdoor seasonal leisure activities at Dinton Pastures and California Country Parks and across our Countryside sites and Places Leisure for Dinton Explorers. - To assist with the smooth running of Dinton Activity Centre and additional sites. - 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. Supporting the Manager for running of Dinton Explorer sessions |





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| | <ul style="list-style-type: none"> - 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. Working with children on activity days at Places leisure. - Bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success and follow the principles set out in the Employee Values Profile <p>Please note - 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.</p> |
| Corporate Parenting | You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy. |

Supervision and Relationships

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| Supervision Received | Guidance and supervision provided by Team Leader and General Manager |
| Supervision Given | Guidance and support given to the Activity Team |
| Contacts | Third-party catering provider, wider activity centre teams, Places Leisure personnel and country park stakeholders. |

Resources Management

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| <ul style="list-style-type: none"> - Facilities, equipment or systems within overall span of control - Safe use of Countryside Service vehicles, equipment and tools. |
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Special Requirements

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| <ul style="list-style-type: none"> • <i>Unsociable hours.</i> • <i>Equipment checks.</i> • <i>Outdoor working in all weathers.</i> • <i>First aider.</i> • <i>Post-holder expected to be up-to-date on a number of vaccinations and carry a leptospirosis card.</i> – <i>Ability to work regular weekends and bank holidays and evenings.</i> – <i>Potential for overnight work during residential schools season (over 18's only)</i> <ul style="list-style-type: none"> • <i>Addressing customer issues.</i> • <i>Able to work at different sites/locations.</i> <p><i>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 help 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.</i></p> |
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| Occupational Health Risk Assessment | Details |
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| Skin/Respiratory Sensitisers | Y |
| Working at Height | Y |
| Exposure to Noise (>80-85dB) | Y |
| Confined Spaces | Y |
| Frequent Display Screen Equipment Use | Y |
| Driving for Work | Y |
| Hand Arm Vibration | Y |
| Lone Working | Y |
| Healthcare/Social Contact with Patients | Y |
| Blood Borne Viruses Exposure | Y |
| Food Handling | N |
| Working with Animals | N |
| Specialised Medical Screening | Y |
| Night Working | N |
| Safety Critical Work | Y |

| Nature of the Role | Details |
|--|-------------------|
| Healthcare or Hospital Work | N |
| Working with Children (under 18) | Y |
| Working with Elderly/Vulnerable Adults | Y |
| Work Environment Details | Majority outdoors |

| Role Involvement | Details |
|---|---------|
| Working with Children | Y |
| Working with Vulnerable Adults | Y |
| Providing Care/Supervision for Children | Y |





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| Providing Care/Supervision for Vulnerable Adults | Y |
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| Disclosure and Barring Service (DBS) | | Details |
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| DBS Requirement | Yes | |
| Eligibility Tool | Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK) | |

| Re-checks |
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| N/A |

| Evaluation Declaration | |
|------------------------|-------------------|
| Date of Evaluation: | <DD/MM/YYYY> |
| Evaluated by: | <Name, job title> |

