

**Job Description: Professional Service Positions**

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| **College/School:** | Estates & Facilities Management |
| **Job Title:** | 0.8 FTE Sports Assistant |
| **Department/Subject:** | Department of Sport |
| **Salary:** | £21,543 per annum pro rata |
| **Hours of work:** | 28 hours pro rata |
| **Contract:** | Fixed Term |
| **Location:** | Swansea Bay Sports Park & Bay Sports Centre |

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| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information** | Swansea University aspires to create a sector leading multi-sport environment through its Swansea Bay Sports Park and Bay Campus facilities, delivering to high performance and elite athletes, staff and students of the University, and the local and national community.  Reporting to the Duty Management & Senior Sports Assistant teams, the successful applicants will be responsible for delivering day to day operations at the Sports Centre & Pavilion facilities at SBSP, and the Gym, Sports Hall & MUGAs at Bay Campus, ensuring that the highest standards of customer care, health and safety, facility presentation and service delivery are achieved. |
| **Main Purpose of Post** | 1. To assist in the development and maintenance of daily operational efficiency of the facility and prepare sports facilities for use. 2. To provide the highest quality of service delivery, customer care, health and safety, cleanliness and hygiene for students, staff, athletes, associate members and visitors at all times. 3. To teach and promote safe and effective exercise including inductions, prescription, and programming. 4. To plan and deliver a range of fitness assessments, health checks and associated exercise programming and sports programmes. 5. To plan /teach classes for which they are qualified and plan / deliver training programmes for short and long term goals to individuals and groups. 6. To maintain Continued Professional Development. 7. To assist the management in ensuring that all facilities are clean, tidy and presentable and that all equipment is monitored for its safe condition and repaired and maintained as necessary. 8. To assist the management in ensuring that the operation of the Facility fully complies with current legal and statutory requirements and other codes of practice e.g. Health and Safety matters. 9. To assist in the securing of the premises and associated areas. 10. To reconcile moneys at the end of the day and maintain inventories relating to sale of goods. 11. To assist the management in supporting students on work experience. 12. To co-operate with the range of users from healthy exercise members to elite athletes including university sports clubs, community sports organisations and coaches. 13. To maintain databases for members, involving use of leisure management systems. 14. To contribute to initiatives of the Department of Sport and Physical Recreation. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition. 5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions. 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience.   **.Qualification:**   1. Sound basic education to school leaving age at Comprehensive / Grammar School / Technical College. 2. Minimum Level 2 Gym Instructor Qualification.   **Experience:**   1. Previous relevant experience in a sports facility. 2. Dealing with a wide range of clients and customers. 3. Coaching/Instructor experience.   **Knowledge and Skills:**   1. Health and Safety practices relating to a sports environment. 2. Good Communication Skills – Written / Oral. 3. Ability to complete necessary paperwork, record keeping etc. 4. Good interpersonal skills. 5. Ability to work as part of small team as well as individually. 6. Computer literate. 7. Good customer care skills. 8. Ability to work under pressure.   **Welsh Language:**  Ability to communicate in Welsh to Level 1 as a minimum and to reach level 2 within 1st year of service.  *For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available* [*here*](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/)  **Desirable Criteria:**   1. Ability to communicate in Welsh to level 2/3. 2. Ability to take responsibility and work independently. 3. Reception duties in a similar environment. 4. Point of Sale and cash handling experience. 5. Setting up, and taking down of relevant equipment. 6. Sports related HND or similar. 7. First Aid Qualification. 8. NGB Qualifications. 9. A general interest in sport development. 10. Class Fitness Instructor Qualifications (e.g. Indoor Cycling). |
| **Additional Information** | Informal enquiries: Jordan Poole - [J.T.Poole@Swansea.ac.uk](mailto:J.T.Poole@Swansea.ac.uk)  **A satisfactory DBS certificate must be provided before a start date can be confirmed.**  The University is committed to supporting and promoting equality and diversity in all of its practices and activities. We aim to establish an inclusive environment and welcome diverse applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex, sexual orientation. |

  