

Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

1. Job Details

Job Title	Recreation Assistant
Department	
Reports to	Centre Manager
Reporting to Jobholder	No direct reports
Salary Banding	H1 – H3

2. Overall Purpose of the Job

- To work as part of a small team delivering a high standard of service to customers, which ensures they can make full and safe use of the facilities.
 - To assist with the effective and efficient day to day running of the Centre.
-

3. Job Dimensions

Budgets Controlled: Nil

Contacts: **Internal** – Colleagues within the facility and staff from other SRT departments.

External – Customers and visitors.

4. Principal Accountabilities

1. To ensure that equipment is set up and dismantled correctly, in safe working order and according to customer needs.
2. To operate as a pool lifeguard and attend training sessions regularly, as required to ensure the National Pool Lifeguard Qualification is up to date and personal competency is maintained.
3. To patrol all areas within the facility and maintain health and safety, security, housekeeping and standards of behaviour.
4. To carry out routine and periodic cleaning tasks.
5. To carry out equipment checks and routine maintenance in accordance with Shetland Recreational Trust guidelines or manufacturer's instructions.
6. To operate the reception and be fully conversant with all procedures relating to this area, this will include answering telephone calls, serving customers, dealing with customer feedback, suggestions and complaints, taking bookings, taking payments and cashing up at the end of the day.
7. To provide clear and accurate information in a polite and courteous manner to customers at all times.
8. To contribute to the development and implementation of a programme of activities geared to improve the facility's performance and to meet the needs of the community.

9. To provide supervision and instruction in a variety of activities, this might include leading activities such as exercise classes, teaching swimming, coaching sports and leading children's activities.
10. To carry out daily plant and pool water treatment checks and take appropriate action if required.
11. To carry out pool backwashing procedures and re-start pool plant equipment following power cuts.
12. To receive, record and store incoming stock and re-stock vending machines and resale areas.
13. From time to time be the key holder on duty with delegated responsibility as the senior contact on site ensuring:
 - the effective and safe running of the facility including security of cash, building and stock;
 - the facility is opened and closed at the appropriate times;
 - compliance with SRT policies and procedures.
14. To assist in the maintenance and preparation of outdoor areas.
15. To take part in relevant training courses and development activities as directed by the Shetland Recreational Trust to maintain and improve knowledge and skills required for the role.
16. To assist with the training and induction of other team members.
17. To follow Shetland Recreational Trust's policies and procedures.
18. To carry out other similar and appropriate duties as required.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

5. Experience / Qualifications

Essential

1. Minimum 3 Standard Grades at grade 1-3, or equivalent.
2. National Pool Lifeguard Qualification or ability to gain this within three months employment.

Desirable

3. Previous experience of working in a customer focused environment.
4. Previous experience leading sport or children's fun activities.
5. National governing body teaching or coaching awards.

6. Knowledge / Skills / Abilities

Essential

1. Maintain adequate levels of fitness in order to be able to complete the NPLQ qualification at any time.
2. Teamwork – work with others co-operatively.
3. Able to verbally communicate information, opinions, ideas or instructions clearly and effectively.
4. Able to understand and complete paperwork associated with the role e.g. accident forms, procedures, daily check sheets etc.
5. Basic numeracy skills, e.g. cash transactions, count stock, read and understand measurements etc.

6. Able to set out and move equipment as required.
7. Use ICT effectively to perform a range of processing tasks.
8. Maintain an awareness and be committed to equal opportunities.

Desirable

9. Knowledge of Health and Safety.

7. Personal Qualities / Attributes

Essential

1. Committed to providing excellent Customer Service.
2. Smart appearance, polite, friendly and helpful to others.
3. Ability to effectively lead activities for both children and adults.
4. Ability to remain calm and work effectively under pressure.
5. Self-motivated and willing to use own initiative.
6. Punctual.
7. Flexible and adaptable for e.g. hours of work, duties, learning new skills, etc.

Desirable

8. None.

8. Additional Comment

In the course of your duties, you may have knowledge of, or access to information that is confidential. It is essential that such information is safeguarded in accordance with the UK Data Protection Act 2018; it should not be published or divulged other than to authorise personnel or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your line manager must be consulted.

Note:

Every job description in SRT will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team / operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

HOURS OF WORK

Job Title	Part Time Recreation Assistant
Location	Yell Leisure Centre

	MON	TUES	WED	THURS	FRI	SAT	SUN
Week 1	OFF	12.00 – 20.15	16.30 – 20.30	09.00 – 15.00	OFF	OFF	OFF
Week 2	OFF	12.00 – 20.15	16.30 – 20.30	09.00 – 15.00	OFF	OFF	10.00 – 15.30

Rate of Pay:	£17,415 to £17,896 per annum incl. of Island Allowance Average 21 hours per week
--------------	---

If you do not hold an NPLQ, a swim test must be completed prior to Interview.

* SWIM TEST COMPRISES OF:

You must be able to complete the following:

- Swim 100m on front continuously
- Swim 100m on back continuously
- Swim 50m within 60 seconds
- Jump or Dive into deep water then tread water for 30 seconds
- Retrieve object from 1.5m of water, climb out of pool unaided

Closing date 5pm, Sunday 16 August 2026.

Guidance Notes for Job Applicants

Thank you for your interest in working for Shetland Recreational Trust. An application form and further details relating to the post are enclosed.

For an effective and fair recruitment process we need accurate information from all applicants. We only seek information that is relevant for each vacancy in accordance with employment law, namely the Equality Act 2010, Data Protection Regulations and the Immigration Act 2016.

Pre-employment checks will be undertaken and any offer of employment will be conditional on the outcome of our vetting procedures.

Some of the checks we make are :

- Checking the right to work in the U.K.
- Disclosure Scotland and Criminal Records/Barring checks
- References
- Proof of qualifications

For more information about Shetland Recreational Trust please visit our website at www.srt.org.uk

Job Description and Person Specification

Read the job description carefully and start to think about whether or not you think you can do the job, whether you are interested in it, and why. The person specification is very important. It tells you what we are looking for in terms of skills, knowledge, experience, and personal qualities. This is the most useful document for helping you to complete the application form effectively.

Application Form

Refer to the job description and person specification when starting to complete the application form. It may be useful to write out the form in draft to avoid mistakes or repetitions, then write out the actual form.

Make sure that you clearly show how you meet the essential requirements of the person specification and include all the information you wish us to know. You will only be shortlisted for interview if you provide information to show you meet these requirements.

Do not leave any section of the form blank. Write 'none' or 'not applicable' where you have no information to provide. It is advisable to keep a copy of the completed form for your own reference.

Personal information

We ask for these basic details so that we can contact you. If we are required to telephone you at your current place of work, this will be done with the utmost discretion.

The information you give will be treated in strict confidence and will be used for this job application only. Personal data is carefully destroyed on conclusion of the recruitment process, unless required for new employee records. All sensitive data is handled in line with current Data Protection Regulations.

References

When choosing your referees please ensure that they are people who know about your skills and capabilities. One of these should be your present or most recent employer, or a teacher if, you have just left education. If you are unable to give two such names, you may choose someone who knows you in a personal capacity and can tell us about your character, personality and honesty. These should only be provided if no other referees are available, should not be related to you, and you should state how you know this person.

Education/Training

List all qualifications, including any for which you are awaiting results. We may need to assess whether you meet the required qualifications (if any) for the vacancy. Please include any relevant training.

Employment

Clearly show the details requested. When we ask about employment we are equally interested in voluntary work and work experience, either paid or voluntary. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment etc.

Suitability and Experience

Give more details of your qualities, skills, experience, education and training. Demonstrate to us why you are a suitable candidate. Remember to make sure that you use the person specification and try to illustrate your skills and experience through examples of your achievements. You do not have to fill the whole space provided. Alternatively, you may wish to use additional pages if necessary, although these should not be excessive.

Special Requirements or Health Checks

Please tell us of any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process. Please contact Support Services to discuss in confidence.

Depending on the duties of the post, we may require new entrants to complete a medical questionnaire. At interview, we may also ask health-related questions, but only to determine if you can carry out an essential function of the job, e.g. swim, lift sports equipment.

Criminal Records checks

If you are successful at interview stage you will be required to obtain either a **Level 1 Disclosure or PVG membership**. The level of disclosure check depends on the job applied for, and whether it is considered Regulated Work or not exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013). All job offers are therefore conditional at interview stage, and it may take 7 to 14 days for Disclosure or PVG membership details to be confirmed.

Additional Documentation / Information

No Smoking Policy

The Trust has a policy of working in a smoke free environment, including the use of vapes.

Declaration

You are now required to date and sign your application form and return it to;
Finance & Corporate Services, Shetland Recreational Trust, Clickimin Leisure Complex, Lochside, Lerwick. Shetland, ZE1 0PJ. Applicants are reminded that all information contained in the form must be true and correct to the best of their knowledge. Any false information or omissions may lead to summary dismissal.