

Leisure Assistant Job Profile



Located in Blackburn, the Kinellar Community Centre first opened its doors in March 2005. The Centre is owned by the community, with a dedicated team of local staff & volunteers. Hosting a large range of activities, classes and events, the Centre is truly at the heart of the community!

The Centre offers many great opportunities as it is the home of the local indoor games hall, two meetings and event spaces as well as a community member gym.

We are now looking to recruit Leisure Assistant staff to help us grow and thrive.

Job Purpose

Our Leisure Assistants will play a key role in ensuring the daily, smooth running of the Community Centre, working to maintain a vibrant, well-managed facility that operates safely for the benefit of the Blackburn community and the organisations who use it.

Supervision & Security of General Public

- Responsible to Community Centre Manager.
- Directing the activities of users to prevent injury, or misuse and damage to the facilities and/ or equipment.
- Ensure the smooth, safe day to-day running of the Centre.
- Provide a friendly and efficient service to all customers and users of the Community Centre.
- Respond positively to all customer enquiries.
- Promote the Centre to the public.
- Undertake cleaning of all areas of the Centre including reception area, changing rooms, meeting rooms, sports hall and toilets.
- Support the Centre Manager with the delivery of continuous improvement plans.
- Promote the use of the Centre through its social media channels as well as networking with local stakeholders.

Health & Safety

- Ensure the safety and security of all users within the Centre, including the opening and closing of the Centre under the direction of the Community Centre Manager.
- Checking building security and fire safety provision including fire exits and fire fighting equipment.

Cleaning Tasks

- This role involves the cleaning of the Centre, its surrounds and equipment ensuring that high standards of cleanliness, presentation and hygiene are in accordance with those expected by our customers.
- Completion of the daily schedule.
- Reporting any issues or faults to the Community Centre Manager, ensuring any faulty equipment is removed or appropriately labelled to advise users that it is out of order.
- Comply with Health and Safety instructions.

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Other Related Duties

- Undertake such additional duties as necessary in relation to the work of the Community Centre.
- If an unforeseen circumstance occurs, attend the Community Centre at short notice.

Personal Qualities

The successful candidate will be self-motivated to work independently and as part of the wider Kinellar Community Centre team. Successful candidates will be friendly and reliable to deliver top customer service to our users. We are looking for someone who will have a strong commitment to helping members of the community to get involved with the Centre. They will need to be self-reliant, energetic, able to work on their own initiative and to complete activities to a high standard.

Desired Skills and Abilities

- Excellent written and verbal communication skills.
- High quality, customer focused skills.
- Confident, self-motivated, innovative and able to work under pressure.
- Able to prioritise work and demands.

Salary and other details

- Flexible availability. We are currently looking for a flexible team that has some weekday day time availability as well as members for evenings and weekends
- Salary will rise incrementally, and in accordance with achievement of targets
- Holiday entitlement accrued
- The successful candidate will undertake an initial three-month probationary period
- Relevant training opportunities will be offered

To Apply

Please send your current CV and Candidate Availability form to:

ChairpersonKCH@outlook.com