Swimming Assistant

Closing date: 26 January 2022
York Sport

York Sport is a York conferences Limited (YCL) department and is responsible for the University of York’s sporting estate and for delivering University and community facing services in support of our mission to ‘inspire activity’.

In recent Years University has invested heavily in sport as it seeks to maximise impact for its student, staff and local community. With support of key stakeholders over £16m has been invested in the ongoing upgrading of facilities that include our £9m Sport Village, regional standard athletics stadium, sports arena, tennis dome, squash courts, sports hall outdoor velodrome, closed circuit cycle facility and performance gym.

Our commitment to provide the highest possible standards to a wide range of user groups is ongoing both in terms of facility, service and event delivery.

We continue to work alongside our many partners as we seek to maximise opportunities and high quality services, through our high quality team and environment that we are justifiably proud of.

Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to ‘Investors in People’ and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

We wish you well with your application.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

**Trust** - We will place trust in you to do your job and do it well

**Respect** - We will respect you and expect you to respect your colleagues and customers

**Unique** - We are all unique and diverse and we embrace this

**Enjoy** - We strive to make work an enjoyable place, you should too!
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

There are a number of commercially focussed sections which make up YCL including, Catering, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services, York Science Park and support teams including, Human Resources, Central Administration and Marketing.

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and traders
- Salary sacrifice schemes including cycle to work, and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students. The University is one of the world’s leading universities and a member of the prestigious Russell Group.

An Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
Main purpose of this role

To contribute to the effective delivery of the York Sport ‘Learn to Swim’ programme.

To welcome pupils and parents to their lessons, giving an excellent service at all times, and assist with the smooth running of the swim scheme.

To assist instructors to teach swimming to participants in various group sizes and of various abilities within the scheme.

Key responsibilities and duties

- To assist delivery of swimming lessons in a professional manner, abiding by the York Sport codes of conduct and with an understanding of the Swim England teaching pathway.

- Coordinate the entry and exit of lessons for pupils and parents on the swim scheme.

- To contribute to a fun and enjoyable experience for all participants.

- To assist in the preparation of teaching areas including equipment and its safe use and storage before, during and after lessons.

- To demonstrate excellent communication and interpersonal skills with both children and adults to advise, support and offer encouragement to all participants, promoting positive, active participation in swimming lessons while being a positive role model for York Sport.

- To assist, encourage and enhance the work of the Swimming Team organising swimming lessons and sessions.

- To provide support and cover including working mornings, evenings, weekends and bank holidays.

- To undertake training as requested and appropriate to the position.

- To ensure that all duties and activities undertaken are compliant with York Sport and University of York policies including Equal Opportunities, Safeguarding and Health and Safety.

- Any other duties commensurate with the level and nature of the post as required by the York Sport Management Team and Swimming Development Officer.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
### CANDIDATE SPECIFICATION

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<th>QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<td>• Possession of the RLSS National Pool Lifeguard Qualification</td>
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<td>• A current ASA Level 1 Swimming Teacher Certificate</td>
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<tr>
<th>KNOWLEDGE</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td></td>
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<td>• Risk Assessment and Health and Safety guidelines</td>
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<td>• Relevant Child Protection and welfare issues</td>
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<td></td>
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<td>• Swimming lesson software packages such as Course Pro</td>
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<td>• Understanding of Swim England learn to swim pathway</td>
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<th>SKILLS / ABILITIES/ COMPETENCIES</th>
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<td></td>
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<td>• Able to communicate with a wide range of people</td>
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<td>• Able to adapt to the needs of individuals and different work situations</td>
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<td>• Good organisational skills</td>
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<td>• Compute literate in Microsoft Word, Excel and Google Suite</td>
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<tr>
<td><strong>EXPERIENCE</strong></td>
<td><strong>DELIVERING FRONT FACING CUSTOMER SERVICE</strong></td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
<td><strong>HIGH STANDARDS, THOROUGHNESS AND PROFESSIONALISM</strong></td>
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<td><strong>ABILITY TO WORK FROM OWN INITIATIVE AND AS A MEMBER OF A TEAM</strong></td>
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<td><strong>ABLE TO WORK FLEXIBLY AND UNDER SUPERVISION</strong></td>
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<td><strong>ENTHUSIASTIC ‘CAN DO’ ATTITUDE</strong></td>
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<td><strong>WILLINGNESS AND ABILITY TO WORK UNSOCIAL HOURS THAT WILL INCLUDE WEEKENDS, EVENINGS AND BANK HOLIDAYS</strong></td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using the reference
- Complete the online application form

You will need to submit your application by midnight (GMT) of the closing date.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

YCL will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413 / 01904 328424