

## Job Description & Person Specification

<b>Job title</b>	Party Assistants (ref LEDcpa005)
<b>Reports to</b>	Leisure Manager and Duty Managers
<b>Location</b>	Axminster & Colyton Leisure Centre
<b>Salary</b>	£6.90 – NLW per hour
<b>Hours</b>	Various hours

### About LED Community Leisure

LED Community Leisure is a registered charity and a community benefit society. With over 15,000 members across 16 sites, we offer a range of diverse cultural, sporting and physical activities throughout East Devon and South Somerset in the sectors of indoor and outdoor sports, swimming, exercise and health, children's play schemes, educational programmes, sporting and cultural events and the performing arts.

LED Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd and was established to undertake trading on a commercial footing raising funds for the parent charity. The provision of catering, hospitality and events management is undertaken through LED's trading subsidiary LED Leisure Enterprises Ltd, including Ocean.

### Our Vision & Values

**Our Vision:** To be the community leisure provider of choice

**Our Values:**

- Opportunities We will provide enjoyable, active, healthy & enriching opportunities that are inclusive to all members of our community.
- Our Customers We will work with our customers to continuously improve our service, facilities & activities.
- Our Team We will empower and invest in our team to meet customer and business needs.
- Sustainability We will work with all stakeholders to ensure business and environmental sustainability.

### Job purpose

Assist organizing the birthday party and running the party on the day, leading games etc.

***This post is exempt from the Rehabilitation of Offenders Act (ROA) (as amended) and appointment is subject to satisfactory outcome of disclosure (check of all criminal records).***

### Key responsibilities

- Co-ordinate preparations prior to the party (organize equipment and refreshments etc.).
- Assist with the setting up and putting away of any equipment that you may require for the party

### Essential Skills and Qualifications

- Able to work as part of a team
- Ability to communicate clearly orally and in writing
- Ability to remain calm in emergency situations
- Friendly and outgoing personality

### Desirable Skills

- NVQ level in play work or equivalent

## Job Description & Person Specification

- Current First Aid certificate
- Previous experience of working with children
- Previous supervisory experience in a leisure environment

### All employees have the following activities included in their job descriptions;

- Support and promote LED's 'Vision and Values', leading by example.
- Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.
- Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.
- Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.
- Act as an ambassador for LED.
- Attend meetings as required during working hours, or with a minimum of 24 hours' notice for out of hour's meetings.
- Comply with LED's Constitution, policies and procedures.
- Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.

Reviewed June 2019