



Part Time Receptionist

Thurs 09:00 – 17:30
Sun 13:00 – 20:30 (1:4)

Honiton Leisure Centre

Ref: LEDptr082

LED Leisure Management Ltd

Unit 16A

Woodbury Business Park

Woodbury

Exeter

Devon

EX5 1AY

Tel: 01395 562500



INFORMATION LETTER

LED Leisure Management Ltd (trading name LED) was established on 1st January 2006 as an exempt charity whose registered office is: Unit 16A, Woodbury Business Park, Woodbury EX5 1AY. LED is a community benefit society registered under the Cooperative and Community Benefit Society Act 2014 under registration number 30029R and with HMRC charity registration number EW03089.

LED Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd (Company reference number 06717770), and was established in March 2015 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.

LED provides 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 plans to further develop the scope and range of its services.

LED currently leases the following facilities from East Devon District Council:

- Axminster Leisure Centre
- Broadclyst Leisure Centre
- Coburg Fields
- Colyton Leisure Centre
- Exmouth Leisure Centre
- Exmouth Pavilion
- Exmouth Tennis & Fitness Centre
- Honiton Leisure Centre
- Ottery St Mary Leisure Centre
- Phear Park
- Seaford Gardens
- Sidmouth Leisure Centre
- Sidmouth Swimming Pool

And from South Somerset District Council:

- Goldenstones Leisure Centre
- St Michael's Hall
- Wincanton Sports Centre
- Westlands Sport Centre

Other Facilities:

- Ocean, Exmouth
- Seaton Fitness Centre
- Buckler's Mead Leisure Centre

Organisation

LED is managed by paid employees and voluntary Trustees.

Board	Voluntary Company Trustees drawn from the community, including two staff nominees and two representatives from East Devon District Council
Executive	Chief Executive, Head of Finance, Head of Business Development & Marketing & Head of Customer Services
Operations	Area Managers, Management Teams, Community Development Team

'LED actively encourages job applications from all members of the community. We are committed to equal opportunities in employment and service delivery. We are only interested in your ability to do the job'.

Procedures have been established to monitor the implementation of equality measures and data provided by applicants (on the tear-off sheet of the Application Form) will be retained, on computer or other records, by Human Resources. The data will be used for the specific purpose for which it is collected. It is not referred to or used during any part of the selection process.

Applications

Any false statement as to qualification or made in connection with an appointment will disqualify the applicant from appointment and, in any instance where employment has commenced before the disqualification is known, services will be terminated.

General Advice to all Applicants

If you are appointed to the post and you are in receipt of Benefits from the Department of Work and Pensions, it is your responsibility to inform all of the organisations involved that your circumstances have changed. Failure to do so could result in an overpayment of Benefit resulting in recovery action being taken and/or prosecution under the Social Security Administration (Fraud) Act 1997.

Employment of Ex-Offenders

Appointment to this post is subject to "Disclosure" - see attached Policy Statement.

Qualifications / Examination Certificates

Candidates called for interview should bring originals of all certificates to their interview.

Probationary Period

You will be on a six month probationary period during time which you will be expected to establish your suitability for this post.

Pension

Following a deferral period of three months, you may be automatically enrolled into the Company Pension Scheme with NOW Pensions depending on your level of earnings and age. However you will have the opportunity to 'opt out'. Details of the scheme will be provided on appointment.

References

Appointment to this post will be subject to references being taken up. You will be required to supply the names and addresses of two people who are able to provide references relating to your experience and suitability for this post. One must be your present employer or most recent employer.

Completed Application Forms should be returned to H.R. Department, LED Leisure Management Ltd, Unit 16A, Woodbury Business Park, Woodbury EX5 1AY. On-line applications may be forwarded via the website. The closing date for this post is the **19th March 2018** and acknowledgement of receipt will be sent to those applicants enclosing a stamped addressed envelope. Please Note: Curriculum Vitae may be enclosed but only in addition to an Application Form.

We would also advise that the Application Forms of unsuccessful applicants are retained for 6 months and that those of successful candidates are retained throughout the period of employment and for a reasonable time thereafter.

Thank you for responding to our advertisement. If you have any questions please email: hr@ledleisure.co.uk

JOB DESCRIPTION

Post title	Part Time Receptionist
Service	Area West
Team	Honiton Leisure Centre
Grade	LED 2, SCP 5 (£7.33 or NLW)
Responsible to	Duty Manager, Leisure Manager
Responsible for	No supervisory responsibility

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).

Job Purpose

Consistently deliver great customer service to every member every time, face to face, over the telephone and by email. Assist with the safe and efficient running of the Leisure Centre. Promote LED memberships and facilities in line with brand standards.

Key Responsibilities

1. Deliver high levels of customer service in line with LED's Customer Service Guidelines. Provide a warm welcome to all customers and visitors, demonstrating a positive and professional attitude.
2. Oversee the usage of the facility by all organisations and individuals.
3. Undertake administration responsibilities, including point of sale/cashing up procedures, bookings, membership sales and administration together with general and telephone enquiries.
4. Support colleagues to maintain a safe and clean environment for both customers and staff.
5. Adhere to the LED telephone answering protocol: *Good morning/Good afternoon/Good evening, thank you for calling [name of leisure centre], [name of staff member] speaking, how can I help?*

LED may record telephone conversations to assist with training. The content of any recordings will remain confidential to the individual concerned and only be made available to relevant members of the team, such as line managers, membership advisers, the Head of Customer service etc.

6. Supported by your line manager and the membership advisor, adhere to and maintain familiarity with the LED Membership Sales Guide, in particular;
 - a. Effectively manage all customer enquires, including walk-ins, telephone, email (and web/digital as required)
 - b. Complete the required tools when dealing with enquiries e.g. Welcome Questionnaire & Telephone Enquiry forms
 - c. Convert sales prospects and follow up on 1-31 box enquiries within agreed timescales
 - d. Maintain knowledge of the various membership products
 - e. Go above and beyond - help customers efficiently; where this is not possible, endeavor to pass on to a colleague or inform the customer you will find out and get back to them.
 - f. Administer associated membership documentation

7. Assist the duty staff with the health & safety and cleanliness of the facility with patrol checks.
8. Attend meetings, training and one-to-one reviews as required
9. Maintain familiarity with centre activities, facilities and offers. Deliver this information confidently, face to face, by telephone or by email.
10. Take responsibility for any paperwork that a customer has filled out, making sure this is filed away under the 'Data Protection Act 1998' guidelines.
11. **Support and promote LED's 'Mission, Vision and Values', leading by example.**
12. **Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.**
13. **Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.**
14. **Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.**
15. **Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.**
16. **Act as an ambassador for LED.**
17. **Attend meetings as required during working hours, or with a minimum of 24 hours notice for out of hour's meetings.**
18. **Comply with LED's Constitution, policies and procedures.**
19. **Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.**

All Trust staff have the activities highlighted in bold included in their job descriptions.

SPECIAL CONDITIONS

Training

You are reminded of both the Trust's and your responsibility to comply with safe working practices, which will include attendance at training sessions as outlined in the training summary for Leisure Centre staff. We will endeavor to arrange these sessions during your normal working arrangement but there will inevitably be occasions when this is impractical. Where this is the case, you will be given reasonable notice of the need for you to attend at time outside of your normal work pattern.

PERSON SPECIFICATION

Post title Part Time Receptionist

Grade LED 2, SCP 5: £7.33 per hour or NLW

Service LED – Area West

Team Honiton Leisure Centre

Category	Requirements	Essential (E) / Desirable (D)	Method of Assessment (Application Form/Interview/)
Education/ Training	1. Good General Education	D	Application form
	2. First Aid Training	D	Application form
Experience	4. Evidence of practical experience in one or more areas of activities in the job description.	E	Application form/interview
	5. Clerical or administrative experience	D	Application / Interview
Knowledge	6. An understanding of current issues in Leisure.	D	Interview
Skills/ Abilities	7. Demonstrate an ability to fully understand and communicate product knowledge	E	Interview
	8. Accuracy and attention to detail, particularly when working to tight deadlines.	E	Interview
	9. Ability to work on own initiative as well as part of a team.	E	Interview
	10. Ability to communicate clearly (orally and in writing)	E	Interview
	11. Good Telephone Manner	E	Interview
Personal qualities and attributes	12. Motivated with the ability to listen to, work well with, and be respectful to others and committed to being a team player.	E	Interview
	13. Ability to show empathy with the public and their perceptions.	E	Interview
	14. Discretion	E	Interview
	15. Trustworthy	E	Interview
	16. Calm under pressure	E	Interview

Other relevant factors	17. Willingness to work non-standard hours on occasions.	E	Interview
	18. Commitment to equal opportunities.	E	Interview

All LED staff have the activities highlighted in bold included in their person specification

Policy statement on the employment of ex-offenders and procedures for the effective use of criminal records disclosures as part of the recruitment and selection process



Policy Statement

LED Leisure Management Ltd (LED) promotes equality of opportunity and welcomes applications for employment from all candidates.

Information for employees and potential employees

1. We recognise that employing ex-offenders can help to prevent re-offending and we will observe guidance issued, or supported, by the Disclosure and Baring Service (DBS).
2. We will co-operate with the CRB and enable them to undertake assurance checks and will report any suspected malpractice or suspected offences relating to the misuse of information.
3. Application forms will exclude questions about criminal offences.
4. Only candidates called for interview will be asked questions about their criminal records. The questions will include disclosure of spent convictions only when applying for a post which is *accepted* by the Rehabilitation of Offenders Act (as amended). Otherwise, you will be asked to declare unspent convictions only.
5. We will advise all applicants, in advance, if the post advertised is *excepted* from the Rehabilitation of Offenders Act (as amended) and will request a check (disclosure) of criminal records before an appointment is confirmed. The fee for the disclosure by the Disclosure and Baring Service (DBS) will be paid by LED.
6. Having a conviction will not necessarily bar you from employment with us as we will assess the relevance of any conviction to the particular post for which you apply. This assessment will include consideration of the nature of the work and the working environment.
7. Information on convictions will be kept strictly confidential and on a need-to-know basis.
8. Records showing details of convictions will be destroyed 6 months after they are used for decision-making purposes. The 6 month period is to allow time for any challenge.

Notes

“Rehabilitation periods”

The Rehabilitation of Offenders Act (ROA) (as amended) refers to periods of “rehabilitation” after which a sentence is considered “spent”. Rehabilitation periods vary according to the original sentence and age. For example, for a person aged 18 or over sentenced to imprisonment for a period of between 6 months and 2½ years the period to become “rehabilitated” is 10 years. The period for a person aged 17 or under, sentenced to the same period of imprisonment, is 5 years.

Suspended sentences (treated as having taken effect) are treated the same as for a custodial sentence.

“Spent convictions”

Once a conviction is “spent” the rehabilitated person normally does not have to reveal its existence in most circumstances and can answer “NO” to the question “Do you have a criminal record?”

“Exceptions”

Whilst the “spent” provision normally applies, there are certain occupations which are excepted (see below) including working in positions of trust with children and other vulnerable groups; the intention of which is to ensure that they are protected from those in positions over them. No exceptions apply to “unspent” convictions and candidates for all appointments can be asked to disclose such convictions.

“Unspent convictions” (no exceptions)

Unspent convictions are custodial sentences of more than 2½ years. They are also those sentences of less than 2½ years where the rehabilitation period has not yet expired.

“Disclosure”

Is a means of checking criminal records which is carried out by the Disclosure and Barring Service (DBS). Any offer of appointment to an “excepted” post is subject to disclosure and satisfactory outcome of assessment.

Examples of the exceptions include those listed below but, in any event, we undertaken to advise all applicants (see also Job Description) when an advertised post is “excepted” and subject to “disclosure”.

Examples of excepted occupations include:

Any employment or other work which is concerned with the provision of care service to vulnerable adults and which is of such a kind to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults of such services in the course of his normal duties.

Employment concerned with the provision to persons under 18 of accommodation, care, leisure and recreational facilities, schooling, supervision or training.