

# WE'RE RECRUITING

Join the team at Denbighshire Leisure Ltd





**Job Title: Supervisor**

**Grade: 5**

**Company: Denbighshire  
Leisure Ltd**

**Service Area: Llangollen Leisure**

**Responsible to: Commercial  
Manager**

**Job ID Number: TBC**

**Date Issued: TBC**

## **How to apply:**

If you are interested in this vacancy, please apply on-line via the website [www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk). For alternative methods of applying please contact Denbighshire County Council Customer Services on 01824 706101.

Denbighshire Leisure Ltd. is a Council owned Trading Company Limited by Guarantee and as such application forms are administered by Denbighshire County Council. Candidates must complete our application form via the website to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

## Letter from the Managing Director

Hi, my name is Jamie Groves, and I am the Managing Director of Denbighshire Leisure Ltd. As you are interested in joining our Company, we thought you would like to know a little bit about us.

This is a truly exciting time to join Denbighshire Leisure Ltd, as we are a new Company with a well-established, passionate and driven team, who all have a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with a reputation for great experiences in all our facilities and a team who thrive on the customer having the best experiences possible.

Our commitment to providing customers with the highest standard of facilities continues year on year, and this rolling programme of investment into our facilities has led to a well-deserved reputation for providing residents and visitors with sport, fitness and leisure facilities that compare with the very best of the private sector. Our seven Leisure Centres offer top class gym equipment and a wide variety of fitness classes. Across the county, we also have six swimming pools, as well as sports halls and outdoor all weather pitches.

For those looking for a fun day out, we have SC2 Water Park with Ninja TAG in Rhyl, the Nova – our premium visitor destination in Prestatyn, and North Wales Bowls Centre. We also offer fine dining and cocktails in the 1891 Restaurant and Bar in Rhyl or pizza and a drink in the sunshine at the Beach Hut in Prestatyn. For those with an interest in the arts, you might like to pay a visit to Ruthin Craft Centre, the Centre for the Applied Arts with three galleries showing the best in national and international contemporary applied art. Our busy Active Communities team have a wealth of experience in their own sectors, and together they combine their skills to offer a varied programme of high quality, inclusive leisure opportunities. Everyone is committed to providing an excellent service to all our customers, so whether it's hosting a birthday party or helping someone improve their health and fitness, we are happy to help.

Our success is down to our staff, and we have a great team and ethic at Denbighshire Leisure Ltd. We offer a wide range of opportunities for training and career progression, and work hard to ensure our staff are happy in their chosen roles. If you are also passionate about providing excellent service, are friendly and approachable, with a desire to help both colleagues and customers, then you'll fit right in.

We look forward to receiving your application.



*'Providing high quality, accessible leisure opportunities which attract high levels of participation and improve the wellbeing of our residents and visitors'*





# Denbighshire Leisure Ltd

Denbighshire Leisure Ltd is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

## Job Description:

Job Title: Supervisor

Grade: 5

Company: Denbighshire Leisure Ltd

Service Area: Llangollen Leisure

Responsible to: Commercial Manager Cluster 1

Job ID Number / Date Issued: TBC

## Job Purpose:

To support the Duty Officers in the effective and efficient day to day operation of the Leisure Centre and associated activities and take an active role within the management team at the centre. The post is also fundamental to delivering excellent customer service to our customers, as is ensuring Denbighshire Leisure's reputation for excellence is fully embedded within our facilities



## Principal Accountabilities and Responsibilities:

- To manage the effective operation of the Leisure Centre on a day to day basis.
- Ensure all Cash Handling and Reception Leisure Management system procedures are adopted at all times.
- To work closely with the Leisure Officer and Duty Officers to ensure that the
- Leisure Centre operates efficiently and that staffing levels are sufficient to meet the centres programmes.
- To ensure that all cleaning & maintenance operation/procedures are implemented and carried out as per Written Operating Procedures, including the reporting of defects.
- To supervise all appropriate staff, inducting new staff, developing team building within the staff and ensuring effective communication lines.
- To communicate with the public and user groups and deal with enquiries and complaints in a professional manner as directed by the Council.
- To develop the Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## Knowledge, Skills, Training and Experience

The post holder should possess a recognised NPLQ qualification and Level 2 Gym Instructor qualification, along with a good working knowledge of a wet/dry leisure facility operations.

The post holder should also have at least 2 years experience working in a Sports, Leisure and Fitness related field.



## **Supervision/Management of People**

The post holder will have direct supervisory responsibility for Leisure Attendants, Cleaners, Swimming Teachers and Activity Instructors, as well as overseeing all programmes and activities for the leisure centre and all associated facilities.

## **Special Working Conditions**

- The post holder will be required to work a rotating shift pattern that includes weekends.
- The post holder will be required to complete tasks autonomously, and have a proven ability to work off their own initiative.
- The ability to prioritise work, deal with conflicting priorities and meet deadlines is essential to this post.



## Vision / Context

Denbighshire Leisure Ltd. has been transformed over the past decade and is now renowned for delivering high standards of provision right across the County of Denbighshire; offering a new, unique, affordable, and a commercially sustainable Leisure offers; whilst making a significant contribution to improving the health of our residents and delivering Economic prosperity. This has been possible because of a highly motivated workforce, with a great culture who work to strong values.

The post holder will be expected to display and promote our company core values:

- We will stand by our principles of integrity and honesty.
- We will be trusted by our staff to always do what is right as their employer, and make them proud.
- We will never accept the status quo. We will work harder, become stronger and continue to deliver the highest quality of service to our customers.

Denbighshire Leisure Ltd has three important, but distinct pillars, which informs and influences the way we work and why the Company was created. The Company is recognised for the valuable contribution it makes to our communities, how it works with its partners and other businesses, and more importantly how the Company looks after and develops its workforce – the Company very much believes in a ‘one team - one bank’ account philosophy.



## The three pillars of Denbighshire Leisure Ltd:

### Our Community

Within the wider Denbighshire area, our teams work with a network of smaller communities consisting of customers, sports clubs, local groups and residents. We place these communities at the heart of everything we do.

### Our People

We believe that our staff are a vital element of Denbighshire Leisure's success. We value the skills and experience each individual brings to their role and although the Company offers a diverse range of services, our teams all have the same qualities in common – they are passionate and driven, with a culture of high performance and a reputation for excellent customer service.

### Our Business

Denbighshire Leisure Ltd is a new Company, built from a history of high performance and innovative practice. Over recent years, as a service within Denbighshire County Council, we have built lasting and mutually beneficial relationships with a number of partner organisations. We are looking forward to the continued success of these established partnerships, whilst also developing new and exciting ventures. Within all of our relationships, we are committed to acting with integrity, transparency and courtesy.

The post holder is key to ensuring that '...by 2030 the company will continue to be renowned for providing high quality, accessible leisure opportunities which attract high levels of participation, and improve the wellbeing of Denbighshire's residents and visitors.'





## **Employment Checks/Specific Requirements**

All new starters are required to undergo our standard safer recruitment checks; two satisfactory references covering three years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

## **Safeguarding Statement**

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Safeguarding is everyone's business and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.



# Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

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## Qualifications Experience & Knowledge

	Essential	Desirable
Qualifications	<p>National Pool Lifeguard Qualification.</p> <p>Level 2 Gym Instructor Qualification</p>	<p>Sports / Leisure Related Management Qualification (e.g ISRM Supervisory Management Certificate</p> <p>Trainer / Assessor Qualification</p> <p>Group Fitness Instructors Qualifications</p> <p>Swimming Teaching Qualification</p>

	Essential	Desirable
Knowledge	Good working knowledge of a multi purpose wet / dry Leisure facility.	
Experience	At least 2 years experience working in a Sports, Leisure and Fitness related field.	<p>At least 1 year's experience of supervising Staff and Leisure facilities.</p> <p>At least 1 year's experience of working with a Leisure Management System (e.g XN System)</p>

	Essential	Desirable
Skills and Abilities	<p>Good writing and oral communication skills</p> <p>Ability to work on own initiative and unsupervised.</p>	
Personal Qualities	<p>Demonstrate excellent interpersonal skills.</p>	<p>Ability to communicate and work through the medium of Welsh.</p>





**Thank you for your interest.**

For more information please contact Gwyn Hughes, Lead Officer on 01824 712707 or [gwyn.hughes@denbighshireleisure.co.uk](mailto:gwyn.hughes@denbighshireleisure.co.uk)



[www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk)



Denbighshire Leisure Ltd



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