



Falkland Islands Government – Job Description

Job Title:	Duty Supervisor		
Department:	Commercial & Development	Section:	Leisure Centre
Reports to:	Deputy Manager		
Grade:	F	Job Code:	257DS3

Job Purpose

To take direct responsibility for ensuring a safe, clean and welcoming environment for staff, school pupils and general public and to take total charge of the Leisure Centre when the Deputy or Centre Manager is absent.

Job Facts & Figures:

Stanley Leisure Centre is a multi-purpose, dual use recreation facility comprising a 25m heated indoor Swimming Pool, Sports Hall, Fitness Room, Squash Court and an outside Football Pitch.

Main Accountabilities:

- ❖ To be responsible for direct staff supervision when on duty and when the Deputy or Centre Manager is absent in order to ensure maximum enjoyment of facilities by the public.
- ❖ To ensure that Normal Operating Procedures and Emergency Action Plans are adhered to when on duty in order to ensure the safety of the staff and general public.
- ❖ To play an active part in the general supervision of activities taking place in the Centre to ensure the safety of the general public.
- ❖ To take a leading role in the planning and promoting of sporting/leisure events organised by the Leisure Centre thereby encouraging quality use of the centre and its facilities for a large cross-section of the community.
- ❖ To play an active role in the In Service Training of Leisure Centre staff in order to maximise the efficiency of the Centre.
- ❖ To play an active part in maintaining the security of the buildings and equipment thus protecting FIG's investment in the Centre.
- ❖ To promote excellence in customer care within the centre staff.
- ❖ To work directly alongside the Leisure Centre Manager ensuring other staff develop professionally through an agreed career structure.
- ❖ Capacity to prioritise tasks effectively, meet deadlines and to work on own initiative unsupervised to meet deadlines as required.
- ❖ Able to work well as part of a small team and be sufficiently flexible to accommodate variable workloads.
- ❖ Must be able to work weekends and outside normal office hours as and when necessary.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Additional Information:

The normal working week regularly includes unsocial hours, weekends and public holidays.

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Duty Supervisor		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
5 GCSE's at Grade C or above including English and Maths	✓		A/I
Current National Pool Lifeguard Qualification	✓		A/I
Current First Aid at Work Qualification	✓		A/I
Full clean driving licence	✓		A
Minimum of NVQ Level 3 in Health and Fitness (or related subject)	✓		A/I
STA Trainer Examiners Qualification or RLSS Trainer Assessor Qualification		✓	A/I
STA Level 2 Award in Swim Teaching or ASA Equivalent		✓	A/I
Coaching qualifications		✓	A/I
Leisure Management qualification/certificate		✓	A/I
Knowledge, Skills and Experience:			
3 – 5 year relevant experience of working with young people and clients of all ages	✓		A/I
Excellent customer care skills	✓		
Good verbal communicator	✓		A/I/R
Good knowledge of IT and Microsoft Office packages	✓		A/I
Methodical and organised	✓		A/I/R
Proven leadership skills	✓		A/I/R
Proven team skills	✓		A/I/R
Proven experience working with young and old clients		✓	A/I
Experience of working within a busy sports facility		✓	A/I/R



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Person Specification :	Duty Supervisor		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Highly motivated and able to work on own initiative	✓		A/I
Demonstrated commitment to high quality service delivery	✓		A/I
Self-reliant and able to positively motivate self and others	✓		A/I
Demonstrates acceptance of responsibility and accountability	✓		A/I
Demonstrates a mature and level headed approach to all work matters	✓		A/I/R
Display common sense and good judgement	✓		A/I/R
Able to work with young and old and people with disabilities	✓		A/I
Even tempered, calm, patient	✓		A/I/R
Available to work evenings and weekends	✓		A/I

Method of assessment:

- A - Application Form
- I - Selection Interview
- R – Reference