

**Job Description**

**Training and Development Manager**

Level: 8

**Responsible To:**

Assistant Contract Manager

**About the Job:**

As part of the Council’s Leisure Services team the Training and Development Manager will support the improvement, maintenance and monitoring of Safety, Service and Standards across the contract. Reporting to the Assistant Contract Manager, the Training and Development Manager will support the development of policies and procedures, improving safety, service and standards and delivery of training and qualifications both within the contract and to residents of the Chorley borough as part of the company’s commitment to contributing to the Council’s strategic objectives.

**Role:**

Support the wider leisure team in the creation and implementation of and the ongoing adherence to all Chorley Leisure policies and processes.

Support the wider leisure team in improving, maintaining and monitoring safety, service and standards across the leisure contract through audits, feedback and other measures.

Seek out and communicate any updates to guidance or legislations relevant to Heads of Departments and the wider leisure team.

Support the company with strategic growth by identifying and sharing ideas for development or areas of concern.

Maintain all relevant qualifications required for the Training and Development Manager role.

Responsible for the ongoing planning and delivery of monthly staff training including but not limited to: First Aid, RLSS Lifeguarding standards, Health and Safety, Emergency Action Plans.

The managing and monitoring of staff qualifications to ensure all relevant staff hold in date qualifications relevant to their roles, with renewals undertaken in a timely manner. The Training and Development Manager will ensure staff attend all necessary training sessions throughout the year in order to maintain their qualifications.

The Training and Development Manager will create and facilitate the delivery of inductions and refresher training for all leisure staff.

Arrangement and delivery of training courses to both internal and external candidates such as: national pool lifeguard qualification, first aid, swim teacher, fire marshall, evac chair, mental health first aid. This includes managing the associated income and expenditure lines of courses.

Collaborate with the Heads of Department team to create and deliver bespoke training sessions based on the needs of the business as required.

To ensure administrative tasks related to all RLSS activity is done accurately and in a timely manner to ensure maintenance of all records.

To support Chorley Leisure objective of Delivering Business Excellence by running RLSS related courses throughout Chorley Leisure.





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| **Responsibilities:****Team:*** You will proactively schedule and deliver monthly ongoing staff training, including lifeguard training and competency assessments
* You will provide clear direction and communication to team members and monitor performance.
* You will support and respect your colleagues at all times.
* You will work together to share knowledge and experiences to improve the Leisure Centre service.
* You will participate in development activities and projects as required related to the job role.
* You will support the Assistant Contract Manager as required to undertake specific job-related tasks.

**Corporate:*** You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage and stay up to date with the latest leisure guidance and legislation, ensuring your own knowledge is the most up to date so the team are correctly trained
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* In line with the Digital Strategy you will actively support the use of digital systems in all aspects of work.
* Compliance and commitment to Council’s Safeguarding Policies and relevant legislation
* All other duties and responsibilities as appropriate for the post to be carried out effectively.

**Organisational:*** You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders, external partners and the public to ensure the Council’s priorities and objectives are met.
* To adhere to the Council’s Data Quality Policy at all times by ensuring the high standard and accuracy of information is produced by the postholder, and to undertake any roles and specific duties in line with the Council’s Data Quality Policy and Performance Management Framework.
* You will positively promote and represent the Company and the Council at all times.
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| **What the successful candidate will have:**

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| **Qualifications*** NEBOSH Certificate
* Pool Plant Operator Qualification
* RLSS NPLQ and FAAW Trainer Assessor Qualification
* Other relevant trainer qualifications
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| **Experience*** Experience of working in a management position in the leisure industry
* Experience of delivering training in a leisure setting that includes a pool facility
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| **Knowledge** * Knowledge of Health & Safety at work legislation and employment law and its practical application.
* Knowledge in the legislation and guidance relating to the leisure industry
* Knowledge of RLSS and Pool Plant Operator guidelines
* Knowledge of ‘HSE HSG179 – Health and Safety in Swimming Pools’ and it’s implementation
* Knowledge in the guidance and legislation surrounding swimming pools and ongoing lifeguard training and competency assessment.
* Knowledge of teaching and presenting information
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| **Skills & Abilities*** Use of IT systems
* Strong customer care and communication skills.
* Problem solving
* Staff supervisory skills
* Organisational ability
* Report writing and presentation of written material
* Ability to be calm and in control in pressurised situations
* Ability to set and achieve high standards of teaching and competency assessment
* Strong health and safety awareness
* Ability to lead and supervise other team members
* Display a high degree of initiative and, personal integrity and motivation.
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**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.