



Join our team

ROLE INFORMATION PACK



@SalfordWSC

SalfordWatersports.com

Salford Community Leisure is run by and for the people.

We exist 'to enhance the lives of people through sport, leisure and cultural opportunities. We are committed to enhancing the physical and cultural wellbeing of the community through the sport, leisure and cultural opportunities we offer across 40 venues, which attract millions of customer visits each year. Passionate about delivering value for money, we reinvest every pound we receive because we believe that leisure and culture should be at the heart of every community.

We pride ourselves on recruiting the right people with the right values into the right roles. We are looking for professional, respectful, knowledgeable, passionate and solution-driven people to join our team as we strive to deliver excellence to our customers.

Salford Watersports Centre is a thriving Watersports Activity and Outdoor Education Centre situated in the heart of Salford Quays. The centre is open all year round and offers a huge range of activities - no two days are the same at SWC. Here are just a few things that we do:

- Provide high quality Outdoor Education experiences to schools and education groups across the northwest.
- Deliver fantastic, great value Watersports experiences to a wide range of people and groups - Stand-Up Paddleboard and Kayak hire, children's birthday parties, corporate team building events, hen and stag parties and much more.
- Run one of the largest Open Water Swimming programmes in the Northwest, offering Open Water Swimming all year round.

Why join SWC?

At SWC, you will be joining a supportive and friendly team in a great location right in the heart of Salford Quays next to MediaCity UK, with excellent public transport links on our doorstep (Metrolink/Bus).

The centre is a fantastic modern facility, and we pride ourselves on having high quality equipment. We have separate staff areas including changing rooms (toilets and showers) and a staff kitchen. Staff parking is also available.

Watersports Activity Trainee

We're running a Trainee Scheme at Salford Watersports Centre for the 2026 season. Whether you are looking for a part time seasonal role to support your studies or you're looking to get into the outdoor education or leisure industry, this is rare opportunity to get qualified, get on the water, and build a career in Watersports - with real training and support behind you.

We are looking for motivated people who want to develop the skills and qualifications to work as part of our instructor and safety team. No prior formal qualifications are needed.

Positions available

There are two pathways available, and combined roles are also on offer for the right candidates.

Pathway 1: Safety and swim staff

In this role you will be trained to supervise open water swimming sessions and support the delivery of the wider Watersports programme.

Training provided:

- RLSS Open Water Lifeguard qualification
- RYA Powerboat Level 2 (we aim to train all safety staff in this, though it is not essential for swim supervision)
- In-house training and induction

Pathway 2: Watersports instructor trainee

In this role you will train to become a qualified paddlesports instructor, delivering coaching to schools, community groups and members of the public.

Training provided:

- Paddlesport Instructor Award (4 days of formal training plus prior on-site preparation)
- RYA Powerboat Level 2 (we aim to train all safety staff in this, though it is not essential for paddlesports instructing)
- RLSS Open Water Lifeguard (or equivalent rescue qualification)
- In-house training and induction

Please note: There are only 6 spaces available on the initial Paddlesport Instructor course. Priority will be given to candidates who best match our ideal candidate profile (see below). We may look to run an additional course later in the summer to train up existing safety staff.

More hours are available for instructors than safety staff. Our aim is to multi-qualify instructors so they can cover both pathways.

Hours and contract

Casual and seasonal hours are available. Seasonal contracts run from late April/early May to end of August/mid-September, with the possibility of extension into late September/October. We will consider different arrangements in terms of hours or length for the right candidate.

There is potential for seasonal contracts with a view to further development and opportunities within the centre.

There will be some winter hours available.

Training dates – April / May 2026

Specific training dates are to be confirmed. You must be available on selected dates in May to complete your training programme. We will confirm these dates with shortlisted candidates.

What we can offer you

Rate of pay: From £13.63 per hour, depending on qualifications and experience.

- Paid annual leave and bank holidays (contracted positions) / annual leave allowance (casual)
- Employee benefits including sick pay and maternity/paternity pay (contracted positions)
- FREE access to Salford Community Leisure's 8 gyms and 6 pools
- 20% discount in Salford Community Leisure's cafés
- Job-specific training, professional development, and access to the Me-Learning platform with over 200 free online courses

Paddle UK membership

Watersports Instructor Trainees will need to purchase their own Paddle UK membership before attending the Paddlesport Instructor course. The membership fee varies depending on your age. More information can be found here: <https://paddleuk.org.uk/membership/>

Ideal candidate

We are looking for people who:

- Have some experience in sport or leisure (formal qualifications are not required)
- Water confident – Can swim 150m (any stroke – you don't need to be the best swimmer but will be required to swim confidently over short distances for rescues)
- Are available May to September
- Have availability to work within a range of our opening times, including daytime, evening and weekends
- Are adaptable, respectful, and have good communication skills
- Are comfortable working outdoors in all weathers, on land and water
- These roles can be physically challenging at times and requires manual handling of equipment; therefore candidates must have good physical fitness.
- Have a positive, can-do attitude and enjoy working as part of a team

Selection process

Deadline for applications: Sunday 19th April 2025

Shortlisting: Monday 20th April 2025

Water session: Shortlisted candidates will be invited to attend a 1.5-hour taster session on the water on Thursday 23rd April 15:00 – 16:30 or Sunday 26th April 11:00 – 12:30.

No experience is needed, and all equipment will be provided by the centre.

Successful applicants will be required to attend the pre-scheduled courses in May 2026 – Scheduled Courses will be funded through the centre on condition of a training agreement being in place.

Hours will then be available from Late May – subject to employment checks.

How to apply

Send your CV and a cover letter to hollie.tatlock@scll.co.uk. Please state which pathway you are applying for (or if you are interested in a combined role), explain why you want to join the team, your experience, how you meet criteria and your likely availability for the months specified.

Please supply details of 2 references.

The post is subject to a Disclosure and Barring Service (DBS) check. You will be required to meet the cost of the DBS check, currently £44.00. Payment deductions will be taken in two instalments of £22. If you do not commence employment but the DBS has already been processed, you will be invoiced for the full amount.

Our core data protection obligations are set out in the council's primary Recruitment and Employment Privacy Notice: salford.gov.uk/gdpr

Role profile and job description

Watersports Activity Trainee

Instruction and skill

- To deliver high quality, safe, fun and educational watersports coaching to schools, community groups and members of the public. Sessions should be tailored appropriately to accommodate the requirements of the group (accessibility, behaviour, ability, age, audience etc).
- To supervise and act as water safety/open water lifeguard on open water swimming sessions, watersports hire sessions and any other water safety related activity.
- To ensure vigilance and always provide a safe and efficient environment with customer care at the heart of all that is done.
- To understand and carry out safety and emergency procedures including administering first aid, water rescues, and using relevant appliances in response to incidents or accidents.
- To work to the standards of the watersports centre operating procedures and ensure all safety measures are followed and implemented.
- To deliver clear and thorough welcome and safety briefs to clients and groups as required.
- To follow NGB/centre approved coaching methods and ensure all activities have been approved and risk assessed by senior management.
- To communicate with customers effectively and be polite, courteous and professional at all times.
- To support the team with the delivery of activities targeted to the local community and wider outreach initiatives.
- To ensure the safeguarding and welfare of children, young people and vulnerable adults attending.

Facility, equipment and environment

- To set up and dismantle all appropriate equipment before and after activity.
- To follow correct manual handling techniques when lifting and carrying equipment.
- To ensure all equipment is handled, used and stored correctly and that each item is checked to be in appropriate condition before and after use.
- To report any faults immediately to the Duty Officer and ensure the equipment in question is appropriately quarantined.
- To assist with the upkeep of the environment that SWC operates in, including litter picks of the basins and ensuring surrounding areas are well maintained and presentable.
- To play an active role in the upkeep of centre housekeeping and ensure exemplary hygiene and cleaning standards in line with the daily and weekly cleaning rotas.
- To assist the centre management with the upkeep of the facility and report faults or breakages as soon as possible.

Personal

- To maintain personal skills and qualifications and ensure that any relevant CPD requirements relating to personal qualifications are fulfilled.

- To be a member of and maintain membership of the relevant NGB relating to your qualifications.
- To undertake and commit to compulsory or CPD training as and when required by the centre management team.
- To act with professionalism at all times and be a positive ambassador for Salford Community Leisure both inside and outside of work.
- To maintain safe working practices and ensure personal safety at all times.
- To take on any other reasonable and related tasks asked by senior management.
- To work evenings and weekends as required.
- To work outdoors and in the elements.

Corporate responsibilities

- To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
- To ensure that customer care is the major priority for service provision.
- To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
- To project to the public the image of Salford Community Leisure as an organisation keen to assist wherever possible, and to positively promote the work SCL does across its various services.
- To have a full commitment to SCL's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and ensure that discrimination is eliminated in the delivery of SCL services.
- To ensure all information received and disseminated, whether verbal or written, concerning employees, prospective employees or clients, is treated in the strictest confidence.
- To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice.

Person specification

Watersports Activity Trainee

Essential requirements

Ref	Requirement	Assessment
Skills, knowledge and experience		
a.	Able to communicate effectively and handle enquiries from customers in a polite and professional manner.	AF/I
b.	Good motivational skills and a positive approach to working with people of different abilities and backgrounds.	AF/I
c.	Strong and positive communication skills.	AF/I
d.	Commitment to a high standard of customer care.	AF/I
e.	Good understanding of and commitment to equality and diversity.	AF/I
f.	Able to work as an efficient member of a team.	AF/I
g.	Willingness to learn and work with NGB frameworks, health and safety documentation such as risk assessments, NOPS and EAPs.	AF/I
h.	Experience of sport, leisure or outdoor activity in any context (formal qualifications not required).	AF/I
i.	Physically able to carry out manual tasks such as lifting and moving equipment, launching and recovering boats.	AF/I
j.	Comfortable working outdoors in all weathers, on land and water.	AF/I
Qualifications		
a.	No formal watersports qualifications required. The centre will provide all necessary training.	AF
b.	Hold a valid first aid certificate (or willingness to obtain one as part of the trainee programme).	AF/Certificate
Other		
a.	Willingness to undertake training and adapt to new systems and ways of working.	AF/I
b.	Available May to September, including evenings and weekends.	AF/I
c.	Must be available on selected dates in May for mandatory training.	AF/I
d.	Must be available on Monday 20th April or Wednesday 22nd April for the on-water selection session.	I

Desirable requirements

Ref	Requirement	Assessment
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Skills, knowledge and qualifications		
a.	Hold one or more NGB watersports coaching qualifications.	AF/Certificate
b.	Experience in other watersports or adventurous activities.	AF/Certificate
c.	Experience of working with young people or community groups.	AF/I
d.	Knowledge of outdoor education and the outdoor learning elements of the curriculum.	AF/I

NOTE TO APPLICANTS: Please demonstrate in your application how you feel you meet the above requirements.

KEY: I = Interview, AF = Application Form, Certificate = Evidence of qualification

The details contained in this job description reflect the job content at the date of preparation. Over time the nature of the role may change; existing duties may be lost and others gained without changing the general nature of the duties or the level of responsibility entailed. SCL will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date prepared/revised:	April 2026
Prepared by:	Hollie Tatlock
Agreed by post holder (print name):	
Post holder signature:	