

SWIMMING INSTRUCTOR

Overview:

Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member, and provide outstanding levels of customer service in accordance with the Centre's values.

You will be responsible for teaching a co-ordinated programme which aims to develop the fundamental skills of swimming within the Centre's children learn to swim programme, adult swim classes, and specific user group sessions.

You will deliver a range of high-quality swimming opportunities in a progressive and fun way that is reflective of the needs of the Orkney community.

We are a Living Wage Employer

Hourly Rate:
£15.48 - Scottish Swim Teaching Qualification (SSTQ)
£15.48 UKCC Level 1 Qualified

No. of Hours:
Casual (as required on a rota and swim-term basis)
Availability can be discussed at interview stage

Responsible to:
Programme Development Manager

Date Prepared:
November 2026

Why work for the Pickaquoy Centre?

- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme

Main Duties:

1. To plan, develop and coach a range of sporting opportunities for swimming-based activities.
2. To prepare sessions in advance, with all the necessary equipment set out and ready to receive swimmers as they arrive on poolside.
3. To ensure coaching sessions for both adults and children are centered, structured, progressive, fun and of a high quality.
4. To work with a range of user groups across all key stages as identified.
5. To provide a safe environment accessible to all participants.
6. To continually monitor and evaluate all sessions, activities and programmes and adapt future delivery to cater for differing ranges of ability.
7. To provide guidance on progression opportunities based on participant interest and ability.
8. To act as a positive role model.
9. To provide mentoring sessions, observations, further support, guidance and advice to other coaches where appropriate.
10. To work as part of a coaching team within the Trust, and to promote expansion and continuation of Trust based activities.
11. To abide by the UK's code of conduct for sports coaches and maintain a fair, equitable and inclusive approach to coaching regardless of the ethnicity, race, gender, religion or disability.
12. To attend coaching team meetings and ongoing CPD training sessions as required.
13. To maintain a register of users and to ensure that the necessary administration requirements are in place.
14. To provide an excellent level of customer service.
15. To ensure that all tasks are always undertaken in respect of Health and Safety requirements.
16. To assist in continuous improvement as measured by the Centre's scores in externally inspected Quality Improvement Schemes.
17. To assist with emergency procedures ensuring the safety of staff and public.
18. To be meticulous in your personal presentation.
19. To undertake any other duties as the management team may require.
20. The post holder may be required to work at other sites operated by The Pickaquoy Centre Trust.

Person Specification:

Attributes	Essential	Desirable
Professional / Educational Qualifications - • Scottish Swimming Teaching Qualification (SSTQ) or UKCC Level 1 or 2 Swim Teachers Qualification **(Full training will be provided if not currently held)** • UKCC Level 2 Swim Teachers Qualification • Recognised First Aid qualification	✓	 ✓ ✓
Relevant work / other experience - • Experience of delivering classes/sessions in a similar environment • Ability to demonstrate knowledge of the principles of coaching competitive swimming and other aquatic disciplines • Ability to demonstrate knowledge of the principles of Child Protection		✓ ✓ ✓
Skills and Abilities - • Effective, clear and concise communication skills • Ability to work on own initiative • Ability to demonstrate knowledge of health and safety requirements • Ability to share knowledge and information with others • Ability to take responsibility for personal development	✓ ✓ ✓ ✓ ✓	
Personal Qualities - • Create a positive confident impression with customers and other members of the team • Foster good working relationships with teams within your own service • Friendly and approachable • Honest, reliable and punctual • Flexible and adaptable to change	✓ ✓ ✓ ✓ ✓	
Additional Job Requirements - • Protecting Vulnerable Groups (PVG) Scheme membership in respect of regulated work with children • Working with children • Contact with chlorinated water • Candidates must be able to swim • Adopt the Centre's dress code and be meticilous in own personal presentation	✓ ✓ ✓ ✓ ✓	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.