

---

# APPLICATION PACK

---

**EAST RENFREWSHIRE CULTURE & LEISURE LIMITED**

**EXTERNAL**

**YPG TRAINEE**

**(VENUE OPERATIONS)**

**ERN03869**

## **CONTENTS**

**ADVERTISEMENT  
JOB DESCRIPTION  
PERSON SPECIFICATION**

This Application Pack should contain all the information you require to complete your application.

# ADVERTISEMENT

## EAST RENFREWSHIRE CULTURE & LEISURE LIMITED

<b>JOB TITLE:</b>	YPG Trainee (Venue Operations)
<b>JOB STATUS:</b>	Full Time
<b>DURATION:</b>	Temporary until March 2023
<b>NUMBER OF VACANCIES:</b>	2
<b>ANNUAL SALARY:</b>	£15,000
<b>HOURS PER WEEK:</b>	35
<b>LOCATION:</b>	Eastwood Leisure Centre

An opportunity has arisen for individuals between the ages of 16 – 24 years old to gain experience in the world of employment through the YPG Trainee programme delivered by East Renfrewshire Culture and Leisure.

Successful candidate(s) will receive training in all aspects of operating sports and leisure venues whilst working as part of a team driven to provide excellent customer service.

**On 2 July 2015, East Renfrewshire Council transferred the delivery of its culture and leisure services to an arms-length organisation, East Renfrewshire Culture & Leisure Limited. The successful applicant will be an employee of ERCL.**

**This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence to apply if you are barred from working with children.**

**Please note these posts are funded by the Scottish Government's Young Person's Guarantee.**

## **Recruitment Dates**

**Closing date for applications: midnight on Sunday 29 May 2022**

**Shortlist date: 30 May 2022**

**Interview date: 10 June 2022**

If you would like an informal discussion about the post, please contact Andy Whiteford, Venue Manager on 0141 577 3828.

## **Recruitment Communication**

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible).

## **Payslips**

East Renfrewshire Culture and Leisure Ltd provides electronic payslips online through the employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip

## **Disability Confident**

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

# JOB DESCRIPTION

Department: ERCLT

Division/Section: Venue Operations

Job Title: YPG Trainee (Venue Operations)

Responsible to: Team Leaders (Venue Operations)

Grade: Agreed Traineeship Grading (G1)

Date Revised: September 2021

Principal Functions:

- The YPG trainee (Venue Operations) will work within East Renfrewshire Culture and Leisure supporting and delivering services within the leisure venues.

- To gain experience in all aspects of venue operations and how it contributes to leisure provision for the communities in East Renfrewshire.

- To promote East Renfrewshire Culture and Leisure programmes across all venues.

- Training will be provided and the post holder will be expected to take on a variety of duties as required by the department.

- Due to the nature of the funding, applicants must be between 16 – 24 years old and a resident of East Renfrewshire

Main Duties:

- Support and deliver activities within the leisure venues in East Renfrewshire.

- To ensure a fun, safe and educational environment for all participants.

- Have regular communication with relevant Team Leaders, Assistant Team Leaders and all staff within the venue operations team.

- To undertake and achieve any relevant training relevant to the post and other service specific training where required.

- The YPG Trainee (Venue Operations) should adopt a high level of customer care at all times when representing East Renfrewshire Culture and Leisure.
- All issues arising must be communicated to the relevant Team Leader or Assistant Team Leader immediately.
- The YPG Trainee (Venue Operations) must adhere to the standards set out by the Venue Operations service in relation to dress, behaviour and overall conduct.
- The YPG Trainee (Venue Operations) must be flexible in their approaches as reflected by the needs of the service.
- The YPG Trainee (Venue Operations) must adhere to all East Renfrewshire Culture and Leisure's policies and procedures, for example, Health & Safety, Child Protection, Information Security and Complaints Handling.
- All other duties as identified by the relevant Team Leader or Assistant Team Leader.

# PERSON SPECIFICATION

<p><b>POST OF:</b> YPG Trainee (Venue Operations)</p> <p><b>GRADE:</b> Agreed Traineeship Grading (GR 1)</p>	<p><b>SERVICE:</b> Venue Operations</p> <p><b>DEPARTMENT:</b> ERCLT</p>		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b>PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS</b></p>			<p>Application/ Interview</p>
<p><b>RELEVANT WORK / OTHER EXPERIENCE</b></p> <p>Experience and knowledge of working within a team environment (voluntary or paid)</p>		<p>√</p>	<p>Application/ Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <p>Demonstrate excellent communication skills, both written and verbal</p> <p>Attention to detail</p> <p>Ability to follow instruction from Team Leader</p>	<p>√</p> <p>√</p> <p>√</p>		<p>Application/ Interview</p>
<p><b>PERSONAL QUALITIES</b></p> <p>Flexible approach to work</p> <p>Ability to work unsupervised and as part of a wider team</p> <p>Enthusiastic and highly motivated individual</p> <p>Excellent interpersonal skills</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application/ Interview</p>
<p><b>ADDITIONAL JOB REQUIREMENTS</b></p> <p>Ability to work flexibly within a 35 hour week to meet the service</p>	<p>√</p>		<p>Application / Interview</p>

demands between 9.00am and 9pm			
Ability to work evenings and weekends	√		
Willing to work towards any relevant qualifications or undertake any departmental specific training when required	√		