



committed to helping everyone live their best life

Working for us is much more than just a job. You'll become one of our own, part of our inspiring Active Tameside family, bound together by a strong sense of belonging which only comes from like-minded people, passionate about helping people to live their best lives.

As an awarding winning and compassionate Charitable Trust, we have your health, wellbeing and happiness at heart, offering excellent training, development and career progression, a host of benefits including a local government pension scheme and free Active Premier membership with access to all 7 of our facilities. Membership includes gym, classes, general swim, spa and exclusive Les Mills virtual classes on our app - all worth £35.99 per month.

So, what are you waiting for? Become part of something different and help us make a difference

Training Officer

Salary:	£30,728.57 p.a pro rata for part-time
Location:	Various across Active Tameside Sites
Working hours:	37
Contract type:	Permanent
Closing date:	12 th April 2026
Interview date:	22 nd & 23 rd April 26
Job Reference:	AT228

how to apply

To apply for this position please fill out the form online or alternatively complete an application form and return it to **HR@activetameside.com** or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on **www.activetameside.com/job-vacancies** or email **HR@activetameside.com**. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.

job description

To lead, deliver, and oversee high-quality learning and development opportunities for colleagues and customers. This includes statutory and developmental training, including First Aid at Work, National Pool Lifeguard Qualification (NPLQ) and other accredited or internal programmes as required. To maintain accurate compliance records and ensure all activity aligns with health and safety legislation and UK qualification standards.

This role is subject to an enhanced DBS (Disclosure and Barring Service) check.

role profile:

Role Title:	Training Officer
Grade:	F
Date:	March 2026
Responsible to:	Area Operations Manager

Accountabilities:

Culture and Stakeholder Engagement

- Promote a positive, inclusive, and high-performing culture aligned with organisational strategy.
- Build and maintain effective relationships with customers, colleagues, partners, and stakeholders.
- Act as a role model, demonstrating organisational values and behaviours.

Training Design and Delivery

- Design, deliver and evaluate training programmes including:
 - National Pool Lifeguard Qualification (NPLQ)
 - First Aid at Work
 - Other accredited and non-accredited courses as needed
- Deliver and assess NPLQ courses in line with RLSS UK standards
- Ensure all training meets awarding body and accreditation standards
- Adapt training delivery to meet the needs of diverse groups.

Training Centre & Quality Assurance

- Support and oversee an effective UK Quals-approved training centre.
- Conduct regular spot checks and ensure compliance with policies and codes of practice
- Carry out Internal Quality Assurance (IQA) audits and support preparation for external audits
- Organise and oversee candidate assessments and ensure quality standards are maintained

Record Keeping & Compliance

- Maintain accurate digital and paper-based training records.
- Monitor qualification expiry dates and ensure timely renewals.
- Ensure compliance with all relevant UK legislation and regulatory requirements.

Continuous Improvement

- Attend technical updates and maintain up-to-date professional knowledge and competency
- Identify and implement improvements in training, processes and performance
- Contribute to a "best in class" approach to service delivery
- Adapt proactively to changing organisational and industry needs.

Health & Safety

- Ensure safe delivery of all training sessions in line with the Training Policy
- Maintain and prepare equipment and materials to required standards
- Adhere to all health and safety legislation and guidance

Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge

Relevant UK NPLQ Trainer Assessor (TA) qualification

Valid RLSS UK membership with License to Operate

TA Core Award

First Aid at Work

Level 3 Award in Education and Training (or equivalent)

Completion of required specialisms:

- **Anaphylaxis**
- **AED**
- **Life-threatening bleeds**

Knowledge of training design, delivery and best practice

Knowledge of Managing Health & Safety in Swimming Pools (HSG179)

Knowledge of equality, diversity and Inclusion

Knowledge of safeguarding responsibilities in sport and leisure

Working towards Level 4 teaching qualification

Skills

Strong communication and interpersonal skills

Ability to manage without direct supervision and make effective decisions in complex circumstances

Effective time and workload management

Ability to meet deadlines and manage competing priorities

Competence in Microsoft Office

Flexibility to work evenings and weekends

Full UK driving licence and access to a vehicle

Experience

Significant experience delivering and evaluating NPLQ programmes

Experience of working in sports facilities and swimming/leisure pools

Experience working with diverse groups and adapting style and content appropriately

Experience in systems such as TAHDAH

Essential Criteria – in bold

Desirable Criteria – in italics

our employee lifecycle



Hire me	Provide a job role that enables me to utilise my unique talents ensuring individuals are fit for purpose and success.
Develop me	I am supported by managers that will help me develop as an individual to be the best I can be.
Manage my performance	Provide an environment that promotes continuous learning and development. Managers and employees are clear on their mutual expectations and managers provide helpful and constructive feedback.
Engage and motivate me	I am able to participate in decisions that affect me and my team. And concerns I have are dealt with urgently with any issues dealt with sensitively and with emotional intelligence.
Thank me	My time and extra effort are recognised and appropriately rewarded. Leaders and managers show respect for my time.
Wish me farewell	My feedback is appreciated and may enable continued improvements in the workplace for others.