

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 £34.99 per month.

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

Customer Service Assistant

Salary:	£18,405.09 p.a pro rata for part-time 20 years of age and under £19,661.65 p.a pro rata for part-time 21-22 years old £20,125.19 p.a pro rata for part-time 23years +
Location:	Tameside Wellness Centre
Working hours:	29.5 hours average per week
Contract type:	Permanent
Closing date:	3 rd December 2023
Interview date:	W/c 11 th December 2023
Job Reference:	AT840

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.



here for Tameside, not for profit.

Active Tameside is a registered charity which means 100% of our profits go back into ensuring the best possible facilities and services for the Tameside community.

Find out more at activetameside.com/charity



activetameside.com

job description

To provide an efficient and effective reception service to all customers. Including: promoting the facilities services and programmes to increase sales, take bookings, receive cash, issue tickets and deal with customer enquiries.

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	Week 1		Week 2	
Monday			13.45 – 22.00	7.75
Tuesday			13.45 – 22.00	7.75
Wednesday	6.00 – 14.00	7.5	13.45 – 22.00	7.75
Thursday			13.45 – 22.00	7.75
Friday			13.45 – 22.00	7.75
Saturday	08.00 -15.00	6.5		
Sunday	08.00 – 14.45	6.25		
		20.25		38.75

Average =

29.5

role profile

Role Title:	Customer Service Assistant
Grade:	C1/C2
Date:	October 2021
Responsible to:	Assistant Service Manager

Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and key stakeholders.
2. Provide an efficient and effective information service to customers including, knowledge of products and services to direct customers appropriately and increase sale opportunities.
3. Ensure an efficient booking system is maintained for facilities and services. Be responsible for the receipt of income in line with the Financial Regulations and Accounting Procedures and issue tickets and receipts as necessary.
4. Develop and maintain the highest level of contact and communication with customers and staff so as it ensures confidence in and satisfaction with all Active Tameside's products and services by Utilising and operating telephone and electronic systems in accordance with the duties and responsibilities of the role.

5. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a “best in class” approach in representing our brand internally and externally.
6. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.

Requirements:

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

Knowledge

Knowledge of cash handling/accounts

Knowledge of leisure facility operations and services

IT literate- use of Microsoft Office programmes or equivalent

Literacy and numeracy skills

Skills

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

Effective communication skills and the ability to communicate information to employees and customers

Excellent organisational and planning skills

Ability to work under pressure

Willingness to work flexibly when required

Experience

Experience dealing with enquiries in a customer service environment both face to face and by telephone

Experience in Administrative/booking procedures

Experience in promoting products and services

Operation of electronic equipment/systems/record keeping

**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.