



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Climbing Coordinator, Facilities Directorate



Salary: Grade 4 (£19,202 - £22,017 p.a. pro rata)

Reference: FDCCS1245

Closing date: 26 June 2019

Interview date: 12 July 2019

Climbing Coordinator

Sport and Physical Activity, Facilities Directorate

Do you have an enthusiasm for developing climbing at Leeds? Do you have a passion for the great outdoors? Do you have excellent communication skills with the ability to build strong business relationships and networks?

The University of Leeds has a new strategy for sport which articulates our aim of becoming the leading provider of University sport in the UK. Through this strategy we are committed to ensuring we provide opportunities for our students, staff and members of the local community to develop their skills and broaden their horizons.

You will be responsible for the day-to-day operation of our climbing wall and related equipment. This will involve managing bookings, dealing with customers and other staff members and promoting climbing as a sport at the University.

You will work with a range of different internal and external stakeholders including colleagues across Commercial and Campus Support Services and Leeds University Union

Your working week will be based predominately at The Edge which is on the University of Leeds campus, however there maybe opportunities to work at our outdoor centres or at outdoor climbing venues across Yorkshire.

This is a zero-hours role working flexibly to assist in the delivery of our climbing objectives for the University. This role would fit alongside other part-time work and reasonable adjustments can be made to accommodate those working elsewhere or with other commitments.

What does the role entail?

As a Climbing Coordinator your main duties will include:

- Working with the Leadership & Outdoor Education Manager and other staff members to administer and deliver activities in the climbing wall;
- The timetabling of climbing wall activities to reflect end user needs and the needs of the service;



- Handling booking requests from both internal and external groups in coordination with our in-house bookings team, ensuring that a smooth and customer-focussed approach is taken to increase usage;
- Arranging staffing cover for climbing sessions from our existing pool of climbing instructors and freelance staff.
- Ensuring that maintenance and route setting schedules are up to date and implemented;
- Maintaining, inspecting and replacing equipment in line with relevant legislation and industry good practice in coordination with our Sports Development Support Officer.
- Developing marketing and advertising materials in coordination with our in-house marketing team, ensuring that colleagues have the appropriate information to produce high-quality material that reflects the fantastic opportunities and facilities on offer;
- Developing the use of the climbing wall to ensure that the facility is continuously well-used by a wide range of user groups;
- Working with colleagues in the University Health and Safety Team and Leeds University Union to ensure that we provide a safe environment for all of our students.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Climbing Coordinator you will have:

- A relevant nationally-recognised climbing qualification such as the Climbing Wall Instructor or Rock Climbing Instructor;
- Experience of delivering climbing wall sessions at several different indoor venues;
- Experience of NICAS and child-centred climbing wall delivery;
- Experience of working within a student environment;
- Experience of route setting and basic climbing wall operations;
- Team-oriented approach whilst also able to work independently when required;
- Excellent written and verbal communication skills with the ability to persuade, negotiate and influence others, the ability to communicate with a diverse customer base and proven ability to build positive working relationships and networks;
- A willingness to undertake further training and learn new skills;
- The ability to demonstrate behaviours in line with Commercial and Campus Support Services' and University values.

You may also have:

- A higher climbing award such as the Climbing Wall Development Instructor of Mountaineering Instructor Award;
- A route setting qualification (e.g. RSA Level 2) or equivalent experience;
- An awareness of relevant legislation such as LOLER, PUWER and the Work at Height Regulations;
- Experience of using a Leisure Management System;
- Experience of marketing and promotion within sport;
- Knowledge of relevant health and safety procedures and accepted good practice.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Sam Lee, Leadership & Outdoor Education Manager

Tel: 0113 343 3003

Email: s.d.lee@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.

