



LEAM BOAT CENTRE

Vacancy: Assistant Manager

£ Salary £28K+ Negotiable - Based On Experience

Leam Boat Centre is a thriving paddlesports and boat hire centre, providing tuition for a wide range of children and adults. We are a Paddle UK Approved Centre offering courses for flat water beginners to advanced whitewater and sea kayaking adventures.

We also run a takeaway cafe and a retail kit shop.

We are looking for a new assistant Manager who has a positive and enthusiastic outlook! .

For a bright, enthusiastic and hard working paddler, this is a great opportunity to join our team as a permanent staff member. This contract starts in March 2027 and runs to the end of October. This can become a permanent position for the right candidate.

This is a full time, 5 day a week contract - however due to the seasonal nature of the business you will work more hours in the peak summer period and less over the winter.

Job role:

This role combines responsibility and oversight in 2 key areas.

1. Management

You will work alongside a manager, coaches and deck crew to ensure the professional day to day running of the whole centre. This includes overseeing the below areas:

- **Paddle Sports Program.**

From handling customer enquiries and bookings in an efficient and professional manner to overseeing allocation of coaches and equipment.

- **Public Boat Hire**

Setting up boats for the day ready for hire, (row boats, pedalos, canoes, kayaks and sups); issuing customer tickets and equipment, supervising younger deck staff, and managing cash up procedures.

- **Paddle Sports Retail Shop,**



LEAM BOAT CENTRE

- serving customers and handling enquiries;
- Advising customers on the best kit available for their paddling goals
- Working with suppliers and managing stock
- **Cafe Kiosk**
- Ensuring the ice cream/coffee shop is stocked, clean and tidy, and operating to a professional standard.
- Ensuring the centre is kept, clean, tidy, and operating in a safe and professional manner.

As an assistant manager you would be expected to take responsibility for at least one area of operation (e.g. cafe, rotas, maintenance, retail shop etc). The responsibility would depend on your strengths and experience.

2. Coaching

As a paddle sport coach you will help plan, schedule and deliver a wide range of sessions across different disciplines (Canoe, Kayak, SUP). We offer a large programme of courses and sessions which include school groups, children's lessons, birthday parties, qualification courses and training, and some weekend trips away.

Person specification:

Essential Qualities:

- Enthusiasm and experience in paddle sports
- At least 1 years prior experience running paddlesports sessions
- British Canoeing Paddle Sport Instructor Qualification or higher
- Customer service experience
- Teamwork - able to work in a team environment, and be keen to learn from others.
- Positive Attitude - we are looking for someone who enjoys working in the outdoors, who is willing to learn and undertake training, and able to effect on performance and move forward.
- Good level of computer literacy and numeracy
- Reliable, organised, and able to work under pressure at peak times
- Supportive and welcome to all
- Passionate about the development of others - we have the privilege of working with many young people over a long period of time
- Full driving license

Desirable Qualities:



LEAM BOAT CENTRE

We look for a strong secondary skill in all our applicants. For example these could be:

- Excellence in a paddle sport discipline or Coach Educator Qualifications
- Any leadership qualifications - Whitewater, open canoe, touring or sea
- PC Software literacy and/or website experience
- Practical Repair skills, mechanical, electrical or carpentry experience
- Cafe experience

Benefits of the Job:

- Develop Paddlesports experience and qualifications in multiple disciplines with our expert coaches
- Training budget for professional development outside courses
- Kit budget (and access to kit at trade discounts)
- Management Training
- Work in a beautiful location in an award winning Paddlesports centre
- Friendly working environment with happy and loyal customers

Successful candidates are required to undergo an enhanced DBS disclosure before starting the role.

To apply please email your CV and covering letter to info@leamboatcentre. If you require more information please feel free to call Matt or Charlie for an informal chat on 01926 88 99 28.

Closing date for applications: 1st December 2026. Start Date – March 2027