



OneRen Operations Assistant Recruitment Pack

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Contract Details

Position: Operations Assistant

Contract: Part-Time, Fixed Term up to 12 months

Salary: : Grade 2, £13.95 – £14.39 per hour (£26,913.51 – £ 27,762.39 for 37 hour FTE)

Location: Paisley Grammar School

Line Manager: Facility Duty Manager

About The Role

OneRen are passionate about the part we play in improving life-long physical and mental health in every one of our communities. Our trust provides a range of affordable, accessible and ambitious services that are open to all and that improve personal, social and economic outcomes. Our goal is to improve the people of Renfrewshire's health and wellbeing by working in partnership to design and deliver a range of life-enhancing and accessible cultural, leisure and sporting opportunities that meet local needs and improve life chances across the population.

OneRen Leisure venues play a pivotal role in contributing to the positive wellbeing of the residents of Renfrewshire. Our Leisure venues welcome thousands of visitors each month across our estate. OneRen Operations Assistants are embedded within our venues to provide a safe and welcoming experience during every customer visit.



What We Value:

We believe great experiences are built on:

- Excellent customer experiences
- A safe, positive and welcoming environment
- A commitment to accessibility and inclusion

What You'll Bring

- Experience in janitorial, caretaking or venue operations, with a strong understanding of maintaining safe, clean and welcoming environments.
- A customer-focused approach and a genuine commitment to delivering excellent service to venue users, customers and community groups.
- Practical skills and the ability to confidently set up rooms, equipment and event spaces to meet a variety of customer requirements.
- A good working knowledge of health and safety requirements within public buildings and a commitment to maintaining high standards.
- A flexible and adaptable approach, with the ability to work evenings, weekends and across different venues when required.
- Strong teamwork skills, a positive attitude and the confidence to work independently when needed.
- A friendly and approachable manner, ensuring customers always feel welcome and supported.



Why Join Us?

- Be part of a team that plays a vital role in delivering exceptional venues and services for local communities.
- Enjoy a varied and hands-on role where no two days are the same, from supporting events to maintaining facilities.
- Develop a broad range of skills across venue operations, customer service, facilities management and event support.
- Work in a supportive environment where teamwork, flexibility and high standards are valued.
- Make a real difference by helping create welcoming spaces where communities can come together, learn, participate and thrive.
- Join an organisation guided by the values of Integrity, Excellence, Creativity and Fairness, putting people and communities at the heart of everything it does.

Benefits

- 21 days annual leave and 12 public holiday, with an increase in line with length of service
- Buying additional leave of up to 5 days extra
- Free or discounted access to OneRen leisure facilities and up to two nominated family members or friends
- Use of all swimming pools with up to 5 friends or family
- A free venue and performance ticket per season
- Family friendly policies including flexible working, enhanced maternity/paternity
- Group life Assurance
- Access to Strathclyde Pension Fund, an employee contribution of 5.5% and employer contributory pension scheme of 17.5%
- Discounts with local and nationwide retailers via our Vivup – our employee benefits platform
- Access to Occupational Health, Physiotherapy and CBT
- Access to Time for Thriving, a trusted mental health and wellbeing provider
- Access to free and confidential financial support advice services
- Discount off food and beverages at the Cafes located within OneRen venues

How To Apply

Please complete your application via our recruitment portal. Make sure to include the following in your application:

- What you've done before – and how it's relevant
- Why you'd be a great fit for this role
- What excites you about working with OneRen
- How your experience demonstrates that you meet the essential criteria for the role

We want to hear from people of all backgrounds and experiences. If you need any support with your application or want to chat about the role, get in touch.

Please note: Due to the responsibilities of this role, successful applicants will be required to complete a Disclosure Scotland PVG check. Any offer of employment will depend on the outcome of this check.

For more information about Disclosure Scotland checks, please visit their website: [Disclosure Scotland](#).

You can also find out more about us and the work we do from some of our people here: [Why Work With Us?](#)

Apply now at <https://www.oneren.org/work-with-us/join-our-team/>

What Happens Next

We'll shortlist based on your experience and potential against the essential criteria for the role. If selected, you'll be invited to an interview with the team.

We're keen to make the process welcoming and fair – if you need any adjustments, just let us know.

