

JOB DESCRIPTION

POST TITLE **Fitness Instructor**
GRADE **NS 4**
DATE **July 2015**

The postholder will require an Enhanced Disclosure from the DBS

RESPONSIBLE TO Active4Today Management

LIAISON WITH Existing and potential customers, suppliers, agency staff, Active4Today staff and colleagues

PURPOSE OF JOB To deliver initial inductions to customers regarding the correct use of fitness suite equipment and to deliver personal individual training programmes whilst promoting usage of the facilities and classes

MAIN DUTIES & RESPONSIBILITIES:

1. To carry out inductions to new users of the fitness suite
2. Assist customers to improve their technique, provide individual programmes and to offer dietary advice where appropriate
3. To ensure the fitness suite is a safe and clean environment for our customers
4. To complete the fitness suite checklist (cleaning and maintenance) when on duty
5. To carry out any minor maintenance as and when required and to inform the Operations Manager of any major maintenance/repair needed
6. To carry out individual personal fitness tests
7. To provide additional support to customers on the GP Referral Scheme and determine the appropriate exercises suitable for the client
8. To deliver exercise classes to members
9. To assist in marketing and promotion of the centre as a whole
10. To maintain security of the premises and any equipment therein
11. To maintain, update and improve qualifications through Continuing Professional Development (CPD) training, workshops, further coach education courses and membership to professional bodies as required by the post.
12. Be aware of health and safety regulations such as Health and Safety at Work Act 1974, COSHH and Manual Handling
13. Report any faults to the Operations Manager and complete all relevant paperwork

Special Features

1. A uniform is provided and must be worn.
 2. Once obtained qualification must be kept up to date
 3. Discounted access to the Company Activo/Xperience membership packages
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HEALTH AND SAFETY

You will uphold the Company Health and Safety Policy and amendments made thereto by the Company and comply with all relevant health and safety legislation.

RISK MANAGEMENT

Active4Today is committed to the effective management of risk. It is the responsibility of all employees to carryout their duties and responsibilities with adequate regard for risk management, as outlined within the Company Risk Management Strategy and Policy.

SAFEGUARDING

The Company has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of Active4Today, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

EQUAL OPPORTUNITIES

You will uphold the Company Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of any individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Company will expect this Job Description to be subject to revision.

Active4Today and Southwell Leisure Centre Trustees are committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder Date

PERSON SPECIFICATION

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FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	DESIRABLE Fitness suite experience	Application Form
QUALIFICATION	ESSENTIAL Must hold a fitness qualification – WABBA, YMCA or equivalent recognised by REPS DESIRABLE Exercise to Music or equivalent DESIRABLE GP Exercise Referral certificate	Application Form and production of appropriate certificates
VOCATIONAL TRAINING	DESIRABLE Membership of appropriate institute/organisation applicable to fitness DESIRABLE Certificate/qualification in health and nutrition DESIRABLE Certificates/qualifications in Step, Body Pump, Circuits, etc	Application Form Application Form Application Form
JOB RELATED SKILLS	ESSENTIAL To be able to create and implement programmes suitable for individual needs, to be able to work on own initiative and judgement ESSENTIAL Excellent communication skills, customer care skills ESSENTIAL Good organisational skills ESSENTIAL Ability to work as member of a team	Interview Interview Interview Interview
PERSONAL ATTRIBUTES	ESSENTIAL Sensitive to the needs of customers DESIRABLE Able to instruct persons with disabilities and special needs DESIRABLE Basic knowledge of medical conditions and physiology	Interview Interview Interview
WORK CIRCUMSTANCE	ESSENTIAL Able to work flexible hours, weekends and evenings	Interview

The Company operates a No Smoking Policy

N.B. The above specification defines the minimum essential requirements of the job, but Active4Today will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short listing stage.