

Job Description and Person Specification

Job details

Job title: Casual Gym Instructor
Grade: £25,119 - £26,873 (Pro-rata)
Reports to: Assistant Health and Fitness Manager
Responsible for: N/A
Directorate and Service area: Public Health / Leisure

Purpose of the job

To undertake duties as set out in the operating procedures for the Gym and associated areas within Corby East Midlands International Pool and Lodge Park Sports Centre.

Principal responsibilities

1. Undertake daily and associated duties of a gym instructor as specified in the Normal Operating Procedures and Emergency Action Plans.
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Charter.
3. To provide safe and competent inductions/programmes/assessments for users, ensuring safe use of exercise equipment within the gym and classes and associated areas.
4. Assist with maintaining standards and records in relation to appropriate quality awards and programmes we operate. This includes but is not limited to; Activity on Referral, Cardiac Rehabilitation, Pulmonary Rehabilitation, Weight Management, Falls Prevention, Cancer Rehabilitation or any other exercise / health based programme delivered.
5. Comply with the Council's Health and Safety Policy.
6. Positively promote the facility through membership sales, show rounds, leaflets, displays, general daily duties and any such promotional activities.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed

audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Specific Responsibilities

1. Undertake fitness duties as laid down by the facilities Normal Operating Procedures and Emergency Action Plans providing advice and supervision of users.
2. The carrying out of all cleaning tasks, both internal and external as per the facilities cleaning procedures and quality standards.
3. Ensure the general safety and behaviour of the public to prevent injury, misuse and damage to equipment.
4. Conduct routine checks of all associated areas and report any damage as per the operating procedures.
5. Assist in the maintenance of the gyms and associated area's once training has been completed.
6. Administer the appropriate First Aid recording accidents/incidents and relevant information to the facility and the users.
7. To assist in the design and implementation of a varied community-based fitness programme, including exercise referral based programmes.
8. To assist in the compilation of usage figures for associated areas.
9. To assist when trained with the delivery of the Activity Referral Programme, Junior Leisure Club activities, Cardiac Rehabilitation Programme, Cancer Rehabilitation, Pulmonary Rehabilitation, Weight Management, Falls Prevention or other exercise-based referral programme offered by the Council.
10. To deliver, when trained, group exercise classes for clients.
11. Undertake other duties related to the functioning of the facilities as directed by the Health and Fitness Manager, Assistant Health and Fitness Manager, Exercise Referral Coordinator, Facility Manager or Duty Manager.

Miscellaneous

If and when qualified, to deliver personal training sessions, group exercise classes, swimming lessons, aqua classes and specialist exercise referral sessions where the relevant teaching/rate of pay supplement will apply.

Personal training is an optional service we provide, and commencement of personal training is subject to authorisation by fitness management and signing of the personal training agreement.

The post holder would be required to complete training and keep training required of the post up to date. This may include but not limited to:

- First Aid Training
- Phase IV Cardiac Rehab training
- Cancer Rehab training
- Pulmonary Rehab training
- Falls Prevention training
- Swim on Referral training
- Weight Management training
- CIMSPA CPD / Membership
- Defibrillator Training
- Mental health awareness.
- Customer focus and engagement.
- Behavioural change interventions.
- Motivational Interviewing.

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This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If there are any other special features of the job that need to be in the job description, please indicate them here.

The post includes evening and weekend working which is inclusive of the pay grade. The post holder may be required to work at a variety facilities within North Northamptonshire

There may be occasions at some sites when the post holder will be lone working. Where any lone working is agreed, a risk assessment has been undertaken.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> – Level 2 Gym Instructor Qualification. 	<ul style="list-style-type: none"> – A first aid qualification, preferably First Aid at Work. – Level 3 Personal Trainer Qualification. – Level 3 Exercise (GP) Referral Qualification. – Level 3 Qualification in Aqua Activity for Health (or equivalent). – Level 4 Qualification in any of the following: <ul style="list-style-type: none"> ○ Cardiac Rehabilitation ○ Cancer and Exercise Rehabilitation ○ Pulmonary Rehabilitation ○ Obesity and Diabetes ○ Chronic Lower Back Pain ○ Another relevant rehabilitation qualification. – Further training in Tier 2 Weight Management or equivalent. – Exercise to music or other group exercise-based qualification
Experience and Knowledge	<ul style="list-style-type: none"> – Knowledge of health and safety. – Experience of dealing with the public. – Good interpersonal skills. 	<ul style="list-style-type: none"> – Experience delivering group exercise classes. – Experience of motivational interviewing.
Ability and Skills	<ul style="list-style-type: none"> – The post holder must possess excellent customer care skills, be always courteous as well as being flexible, positive and enthusiastic in their approach to the required duties. 	<ul style="list-style-type: none"> – Full driving licence and access to own transport or ability to travel predominantly within the Borough.

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> – Good interpersonal skills with the ability to build relationships with a full range of customers. – Good oral and written communication skills. – Good level of IT literacy. – Ability to work unsupervised. 	
Equal Opportunities	<ul style="list-style-type: none"> – Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	
Additional Factors	<ul style="list-style-type: none"> – It is a special condition of employment that the post holder will work a shift system, which is subject to variation to meet the exigencies of the service. The salary grade recognises this condition and no additional payment will be made in respect of the alternating shift system and weekend work. – Hours of work will include all facility opening times including bank holidays. – Any overtime payments will be paid at basic rate. 	