



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

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| JOB TITLE: | Fitness & Exercise Instructor | | |
| GRADE: | G5 | SERVICE AREA: | Sport & Leisure |
| JOB CODE: | | | |
| REPORTS TO: | Duty Manager | LOCATION: | Any Sport & Leisure operated facility |
| SPECIAL CONDITIONS: | <p>It is a requirement for staff to renew and maintain all qualifications as appropriate during their employment; failure to do so may lead to termination of employment.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p> | | |

1. Main purpose of the job role:

- To be responsible for the safety care and comfort of customers using the fitness facilities at the leisure centres.
- Provide supervise support and guide all participants.
- To deliver our Fitness Journey appointments to give customers the best possible opportunity to achieve their exercise goals.
- To deliver group exercise sessions within the fitness suite or studio as per the programmed requirement of the facility.

2. Role specific duties and accountabilities:

- To support the Council's aspiration to widen access to fitness facilities including encouraging usage from people who may be unfamiliar with fitness facilities and those who may need additional support (including but not limited to: children, older people and those with complex medical needs).
- To monitor & maintain attendance records and complete evaluation forms as required in accordance with Information Management and data protection procedures.
- Develop and implement exercise plans and programmes, which ensure structured, high quality delivery centred around the needs of the participant.
- To engage with live streaming of the existing studio programme and OnDemand offer.
- To promote, secure and process sales for the fitness facility memberships and sessions; ensuring products are appropriately matched to customer needs.
- To understand and promote the rest of the facility's programmes, sessions, and products to all customers.
- Be well presented (wearing issued uniform) and be a positive role model, creating a positive and fun environment in which to motivate and encourage people to participate.
- To undertake cleaning tasks within the fitness facilities and associated areas to ensure presentation standards are maintained.
- To undertake basic maintenance tasks in the fitness suite (lubricating pulleys, tightening treadmill belts etc).
- To operate within Health & Safety guidelines and undertake risk assessments.

- To adhere to Child Protection Policy and guidelines for delivery staff.
- To be aware of equality Issues.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



| JOB TITLE: Fitness & Exercise Instructor | GRADE: 5 | |
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| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | Indicate when Assessment is possible: at Application form=S interview=I both=S/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: refer to corporate behaviours document | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | I | 3 |
| Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas. | Not Applicable | |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | I | 3 |
| Abilities/Skills: (refer to JE guidance document) | | |
| <ul style="list-style-type: none"> Have a commitment to quality customer service | S/I | 3 |
| <ul style="list-style-type: none"> Ability to work on own initiative and unsupervised | S/I | 2 |
| <ul style="list-style-type: none"> To have excellent knowledge of current health and fitness industry trends | S/I | 3 |
| <ul style="list-style-type: none"> Ability to work with customers from a wide range of backgrounds and abilities | S/I | 2 |
| <ul style="list-style-type: none"> Ability to devise exercise programmes and work with customers to maintain and encourage progress. | S/I | 3 |
| <ul style="list-style-type: none"> Ability to undertake a "sales" role to secure and retain memberships | S/I | 3 |
| <ul style="list-style-type: none"> Smart appearance | I | 3 |
| <ul style="list-style-type: none"> Demonstrate an understanding of current exercise and physical activity and group exercise programmes | I | 2 |
| <ul style="list-style-type: none"> Ability to undertake basic maintenance tasks on exercise equipment | S/I | 2 |

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| • Ability to undertake cleaning tasks and understand the importance of service presentation. | S/I | 2 |
| • The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post | I | 3 |
| Knowledge/Experience: | | |
| Has experience of physical activity delivery as a volunteer or in paid employment in a sport and/or leisure setting. | S/I | 3 |
| Experience of leading physical activity session delivery to children and /or adults in a leisure / fitness setting in line with National Governing Body guidelines. | I | 2 |
| Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience. | | |
| Must hold REPS Level 2 Gym and a level 2 group exercise qualification | S | |
| Other Essential Requirements | | |
| An awareness of, and commitment to, equality of opportunity | I | 3 |
| Awareness of, and commitment to, confidentiality and handling data | I | 3 |
| Prepared by: S. Webb | Date: 10/01/2020 | |