

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title:	Health and Fitness Instructor
Directorate:	Public Health
Service:	WV Active
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Fixed
Responsible to:	Sports & Activities Manager (Liaise with Group Exercise Co-ordinator)
Grade:	Grade 4

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role

To provide health and fitness instruction for the commercial operation of all health and fitness programmes across the business in accordance with the policies and objectives determined by the council.

Principal Duties and Responsibilities

1. To administer and undertake practical health and fitness instruction including personal programmes, aquatic exercise classes and programmes, group exercise classes as required by the service, and fitness suite inductions (8 years and over) at the appropriate level and within agreed standards.
2. To ensure the class commences on time and ensure that late arrivals are dealt with effectively and diplomatically.
3. To ensure that the customers have paid the appropriate fees prior to sessions commencing in accordance with the Council's financial regulations.
4. To discharge all health and safety requirements and immediately report all issues of health and safety that may arise to the Duty Officer/Manager.
5. Review and adhere to the Normal Operating Procedures and Emergency Action Plan in the leisure centre.
6. To provide an emergency capability and administer first aid as and when required.

7. To ensure that accidents are reported and the appropriate documentation is completed
8. To have responsibility for the issuing, use and return of all equipment utilised for the exercise sessions.
9. To undertake weekly inspections of fitness suite and exercise equipment and report to the Duty Officer/Manager any repair work which is required.
10. To deal with customer queries and complaints and refer to the Sports & Activities Manager where necessary
11. To carry out cleaning of the gym, studios and changing areas as detailed in the cleaning schedule and specification and in accordance with COSHH regulations.
12. To recommend improvements to the services offered at the centre in response to customer feedback
13. To liaise with the Sports & Activities Manager and Group Exercise Co-ordinator in relation to standards set for the delivery of health and fitness activities across the business.
14. To attend meetings when requested by the Sports & Activities Manager.
15. Present a professional appearance and attitude at all times, and maintain an excellent standard of customer service.
16. Any other duties commensurate to the post.

General

- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required.

- City of Wolverhampton Council is committed to Corporate Parenting. “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after”.

Note:

The grade for the job includes consideration for the nature of the job, which will include providing a service at times customers find convenient, e.g. weekends, early mornings, evenings and Bank holiday work. Customer demand/ usage will determine working patterns. There will be no additional payments over and above the grade indicated which takes account of the working pattern requirements.

Effective date

Signature of post holder

City of Wolverhampton Council

Personnel Specification

Job Title: Health and Fitness Instructor

Grade: 4

Job Purpose and Role: As per the job description

Criteria	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent and / or relevant professional experience. • First Aid at Work Certificate (or ability to achieve before commencement of employment). • Health and Fitness Level 2 qualification. • Group Exercise Class qualifications and/or professional experience. • Les Mills Group Exercise qualification (or ability to achieve within 6 months of attending initial training) 	<ul style="list-style-type: none"> • IOSH Managing safety. • Personal Trainer Level 3. 	Application Certificates
Training	<ul style="list-style-type: none"> • Mandatory Health and Safety training • Relevant for the post, IT skills (Microsoft Office) • Safeguarding awareness 		Application Certificates
Experience	<ul style="list-style-type: none"> • Relevant experience in a leisure and customer services environment • Relevant experience in working as part of a team. • Relevant experience in supervising and controlling public activity areas • Experience of cardiovascular and resistance machinery and knowledge of free weight exercises • Relevant experience of sports coaching / teaching 		Application Interview and or work sample References

Special knowledge/skills	<ul style="list-style-type: none"> • Ability to supervise and control designated public activity areas • Good interpersonal skills and customer communication skills • Professional telephone manner • The ability to use equipment or machinery (training will be provided) • The ability to solve problems as the need arises • The ability to motivate and inspire people • Knowledge of nutrition and healthy diet • Good fitness levels 	<ul style="list-style-type: none"> • Current drivers licence • Understanding of sports provision and development 	Interview and or work sample References
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate positively to members of the public • Ability to treat personal information with discretion • Excellent interpersonal and customer communication skills • Methodical, thorough and organised approach. • Ability to treat personal information with discretion 		Interview and or work sample References
Interests and motivation relevant to the job	<ul style="list-style-type: none"> • An informed interest in the post and the organisation – particularly the leisure industry • Confident Capable Council • Able to embrace change and make a difference 		Interview and or work sample References
Commitment	<ul style="list-style-type: none"> • Sporting background and interests • Willingness to work across all sites and in line with leisure opening hours • Positive outlook - 'Can do' approach 		Interview and or work sample References