

Job Description

Job title	Exercise & Fitness Improvement Coach
Reports to	Active Lifestyles Manager
Direct reports	N/A
Grade	5
Salary range	£26,247 - £28,705 per annum, pro rata

Job purpose

To plan, design and deliver exercise and fitness improvement coaching programmes to all sections of the community, but especially older people, across Bolsover District.

Duties and responsibilities

1. To provide safe, enjoyable and courteous instruction in accordance with knowledge, experience, ability and proficiency.
2. To ensure that all equipment, tools and materials used are erected and dismantled safely in accordance with manufacturer's/Council instructions and properly accounted for and stored correctly at the end of every coaching session.
3. To ensure the health, safety and welfare of all participants, spectators and staff in your care at all times.
4. To properly assess all risks associated with the delivery of the Council's Exercise and Fitness Improvement Programmes.
5. To fully adhere to the Council's Code of Practice for Sports Coaches, Child Protection Policy (including vulnerable adults), Volunteer Policy, Governing Body Codes of Practice, Council Normal Operating and Emergency Action procedures.
6. To provide management with relevant performance monitoring information necessary to assess compliance with and general effectiveness of your work.
7. To ensure that all premises and vehicles used in the delivery of the Council's Exercise and Fitness Improvement Programmes are safe, clean, fit for purpose and left in a safe and tidy condition and properly secured where appropriate.
8. To collect, bank and properly account for all session fees and charges in accordance with Council financial procedures.
9. Advise the Bolsover Wellness Projects Co-ordinator on development opportunities and facility needs.

10. To act as an advocate for the Bolsover Wellness Partnership and seek to extend and encourage partnership working and attend meetings with other agencies, community groups and schools as necessary in the development and delivery of exercise and fitness improvement programmes throughout Bolsover District and seek to attract capital and revenue funding from external sources.
11. To deal with internal and external post relevant to duties
12. Assist the Bolsover Wellness Projects Co-ordinator in dealing with customer suggestions, complaints and enquiries in a prompt and courteous manner.
13. Preparation of correspondence, business documents and other administrative duties associated with the post.
14. Answering the telephone, dealing with general enquiries, office cover and taking messages.
15. To undertake any other duties which are similar in level of responsibility and which relate to the objectives of the post.
16. To undertake such corporate tasks as may from time to time be delegated to the post holder by the Bolsover Wellness Projects Co-ordinator.

Working conditions

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

Physical requirements

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
 - Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.

- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Craig Barnes
Date approved:	2/12/2021
Reviewed:	

PERSON SPECIFICATION

Post Title: Exercise and Fitness Improvement Coach	Section: Leisure
Directorate: Development	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<ul style="list-style-type: none"> • Knowledge of adapting activity sessions. 	a & i		
Qualifications			
<ul style="list-style-type: none"> • Proven literacy and numeracy skills. • Level 2 qualification in health and fitness or any sport related activity or equivalent 	a, l & c	<ul style="list-style-type: none"> • chair based exercise/falls prevention qualifications. • Current first aid certificate <p>Low Impact circuit training</p>	a, l & c
Experience			
<ul style="list-style-type: none"> • Proven practical experience of delivering varied activity sessions at different levels to a range of clients, and being able to adapt to different needs within those sessions i.e. with children/adults and elderly. 	a & i	<ul style="list-style-type: none"> • Experience within the leisure & Fitness industry 	a & i
Skills			

Knowledge	AM		AM
<ul style="list-style-type: none"> • Good verbal and written communication skills. 			
Other Requirements:			
<ul style="list-style-type: none"> • The ability to demonstrate strong customer focus and a commitment to service improvements. • Current full driving licence as delivery will be outreach within school venues throughout the district. • Telephone access/quick contact point. 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	Craig Barnes
Date approved:	09.12.2021
Reviewed:	