

## Job Description

<b>Job title</b>	Exercise & Fitness Referral Officer
<b>Reports to</b>	Exercise & Fitness Referral Officer
<b>Direct reports</b>	Active Lifestyles Manager
<b>Grade</b>	Grade 5 - Bar to Grade 6 (See Below)
<b>Salary range</b>	£26,247 - £32,056 per annum, pro rata

### Job purpose

To achieve better health for all by increasing participation levels in physical activity across Bolsover District by extending access to a range of community based physical activity programmes for local people.

### Duties and responsibilities

1. To design, plan and deliver specialist exercise intervention and referral programmes targeting those people who are most at risk from high Blood Pressure, Coronary Heart Disease, Chronic Obstructive Pulmonary Disease, Stroke, Type 2 Diabetes and Falls, as part of a broader holistic strategy for the prevention and management of such conditions and problems.
2. To design, plan and deliver physical activity and lifestyle coaching intervention programmes to reduce levels of obesity, especially in children and young people, and address other unhealthy habits and behaviour such as smoking addiction, poor diet and alcohol consumption.
3. To test new and innovative approaches to health enhancing physical activity and lifestyle coaching programmes which are capable of being delivered beyond the life of any grant funding received.
4. To ensure that thorough pre-exercise health checks are undertaken in accordance with recognised codes of practice on all patients referred onto the Bolsover Wellness Programme by G.P.'s or other qualified health professionals.
5. To properly assess all risks associated with the delivery of the Council's Exercise and Fitness Referral Programmes.
6. To participate in workforce training and development schemes that increase specialist knowledge and provide skills development.
7. To provide safe, enjoyable and courteous instruction in accordance with knowledge, experience, ability and proficiency.

8. To supervise Exercise and Fitness Improvement Coaches working on the Bolsover Wellness Programme where instructed to do so.
9. 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.
10. To ensure the health, safety and welfare of all participants, spectators and staff in your care at all times.
11. To fully adhere to the Council's Child Protection Policy (including vulnerable adults), Volunteer Policy, recognised Codes of Practice, Council Normal Operating and Emergency Action procedures.
12. To provide management with relevant performance monitoring information necessary to assess compliance with and general effectiveness of your work.
13. To ensure that all premises and vehicles used in the delivery of the Council's Exercise and Fitness Referral Programmes are safe, clean, fit for purpose and left in a safe and tidy condition and properly secured where appropriate.
14. To collect, bank and properly account for all session fees and charges in accordance with Council financial procedures.
15. Advise Management on development opportunities and facility needs.
16. 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 the Bolsover Wellness Programme.
17. To deal with internal and external post relevant to duties.
18. Assist Management in dealing with customer suggestions, complaints and enquiries in a prompt and courteous manner.
19. Preparation of correspondence, business documents and other administrative duties associated with the post.
20. Preparation of correspondence, business documents and other administrative duties associated with the post.
21. Preparation of correspondence, business documents and other administrative duties associated with the post.
22. Answering the telephone, dealing with general enquiries, office cover and taking messages.

23. To assist in the planning, development and day to day operation of the fitness suite at Clowne, including:-

- Membership scheme
- Customer inductions
- Marketing and membership sales
- Servicing and maintenance
- Member retention and reward initiatives
- General customer care
- Related staff training

24. To undertake any other duties which are similar in level of responsibility and which relate to the objectives of the post.

25. To undertake such corporate tasks as may from time to time be delegated to the post holder by Management.

### **Additional Duties for Grade 6**

26. To have the level 4 qualifications (listed below) which will allow you to work with all conditions we currently cover under the Health Referral Programme.

- Level 4 BACPR (British Association For Cardiovascular Prevention and Rehabilitation)
- Level 4 Chronic Respiratory Disease
- Level 4 Cancer Rehabilitation

27. To work with the full range of all clients' needs covered by the Council's Referral Programme.

### **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 Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- 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.

---

<b>Approved by:</b>	<i>C. Barnes</i>
<b>Date approved:</b>	<i>25/04/2023</i>
<b>Reviewed:</b>	

### PERSON SPECIFICATION

<b>Post Title:</b> Exercise and Fitness Referral Officer	<b>Section:</b> Leisure		
<b>Directorate:</b> People			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
GCSE Grade C or equivalent in Maths and English Language through wither qualification or experience in order to undertake the following: <ul style="list-style-type: none"> <li>• Design, plan and deliver specialist exercise intervention and referral programmes;</li> <li>• Design, plan and deliver physical activity and lifestyle coaching</li> </ul>	a, i & c		a & i

<ul style="list-style-type: none"> <li>intervention programmes;</li> <li>Collect, bank and properly account for all session fees and charges.</li> </ul>			
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>NVQ Level 2 Fitness Instructor</li> <li>GP Referral Certificate</li> </ul>		<ul style="list-style-type: none"> <li>Current first aid at work certificate</li> </ul>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Proven practical experience of working within the leisure industry as a Level 2 Fitness Instructor</li> </ul> <p><b><u>Required for Increase to Grade 6 Bar</u></b>  Proven practical experience of working with referral clients across the full range of health conditions (including Cardiac and COPD rehabilitation and Cancer)</p>	a & i	<ul style="list-style-type: none"> <li>Extensive proven practical experience of working within a fitness suite environment</li> </ul>	a & i
<b>Skills</b>			
<b>Other Requirements:</b>			
<p><b><u>Grade 6 Career grading Bar</u></b></p> <ul style="list-style-type: none"> <li>Level 4 Cardiac Phase IV Rehabilitation or equivalent</li> <li>Level 4 Certificate in Exercise Training for Chronic Respiratory Disease or equivalent</li> <li>Level 4 Qualification in Cancer and Exercise Rehabilitation or equivalent</li> <li>Effective communication and presentation skills both written and oral (i.e. report writing, face to face dealings with officers, councilors, formal presentations and public speaking).</li> <li>Good organizational skills and the ability to meet multiple deadlines,</li> <li>Be able to work evenings and weekends as and when required.</li> <li>Full driving license/own transport in order to visit various authority leisure locations.</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Knowledge of a variety of management skills (e.g. leadership, delegation, forward planning).</li> <li>Computer literacy</li> </ul>	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.

<b>Approved by:</b>	<i>C. Barnes</i>
<b>Date approved:</b>	<i>2/05/2023</i>
<b>Reviewed:</b>	