**Job Description**

**Fitness Instructor**

**Level: 5**

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| **Responsible To:** | **Responsible For:** |
| Duty Manager | NA |

**About the job:**

To deliver fitness coaching to customers both individually and in groups. You will educate, inspire and motivate them to keep fit and healthy through exercise as part of their daily routine and life plan. Providing advice and guidance to achieve health and fitness goals, instructing on safe exercise and use of equipment and facilities.

**Role:**

Assist in the smooth day to day running of the gym and fitness facilities adopting a pro-active approach to continuous service improvement.

Inducting new users into the gym ensuring a Pre-Activity Readiness Questionnaire (PARQ) is completed, assess the information provided and follow appropriate procedures where health conditions are recognised.

To evaluate users’ abilities, providing feedback and encouragement to improve their performance and develop tailored exercise programme for the individual based on a needs assessment

To be a positive role model, engaging with users to build rapport and create a welcoming environment in which to motivate and encourage participation, promoting the benefits of exercise and membership packages.

To make sure safety standards are followed in sessions, ensuring safe provision and use of all equipment and Health and Safety procedures are adhered to.

Supervise general use and ensure correct use of equipment at all times.

To maintain the cleanliness of the facility for customers.

Record and monitor daily safety checks of gym equipment and the environment.

Commitment to maintain membership accreditation and CPD including attending any relevant training sessions to demonstrate competency within the role and maintain valid qualifications.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* NVQ Level 2 Fitness Instructor
* First Aid at Work Certificate

**Experience**

* Demonstrate a level experience of working within the leisure industry or similar customer focused environment commensurate in the following:
  + Exercise Instruction and Coaching
  + Exercise Programming
  + Analysis and Goal Setting
  + Health, safety and professionalism in exercise and fitness instruction.

**Knowledge**

* Extensive knowledge of Fitness principles and activities.
* General understanding of the Health & Fitness working environment
* Knowledge of current safety requirements
* Product knowledge of Health & Fitness memberships
* Understanding of social prescribing and broader health and wellbeing aims of the organisation
* Awareness of healthy diet and lifestyle choices.

**Skills & Abilities**

* Excellent customer care.
* Great communication skills both verbal and written.
* Good IT skills in order to use electronic or administration systems.
* Basic numeracy skills, e.g. cash transactions, count stock, read and understand measurements.
* Display a high degree of initiative and, personal integrity and motivation.

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team