

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Coach</b>
<b>POST NUMBER:</b>	<b>LS24</b>
<b>GRADE:</b>	<b>£19.50 per hour</b>
<b>RESPONSIBLE TO:</b>	<b>Health and Fitness Duty Officer</b>
<b>RESPONSIBLE FOR:</b>	<b>Development of Health and Fitness Initiative within the centre</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

To assist the Health and Fitness Duty Officer/Wetside Duty Officer, run an effective/efficient Fitness Classes programme

### **KEY SERVICE ACCOUNTABILITIES:**

1. To instruct fitness classes as directed by Health and Fitness/Wetside Duty Officer.
2. Allow plenty of time on arrival to talk to class participants if space between classes allow. Speak to new class members. Introduce yourself. Classes should start on time, with all equipment out and ready, and finish on time.
3. Instructors should have a session plan, and ensure H&S issues are addressed. An instructor should only include exercises and equipment that they are trained to use.
4. Verbally screen participants at commencement of each class with regard to safe and appropriate participation. State any H&S issues regarding the use of equipment.
5. Ensure the best possible customer orientated environment in terms of health and safety during classes, including the storage, layout of equipment.
6. Ensure that you give variations and alternative exercises where necessary to ensure that customers work at the correct level.
7. Ensure the best customer experience; - delivering a balanced class, which is pre planned and has appropriate music (where appropriate), and delivered with enthusiasm and is customer focused.
8. Music for the classes is the instructor's responsibility and should be appropriately source as to not break copy write laws.
9. Class content and music (where applicable) should be changed on a regular basis to keep customers engaged and motivated.

10. Classes should start and finish on time with an appropriate warm up and cool down.

During the class instructors should be correcting poor technique where necessary.

11. Where required help set up the equipment for the class and assist in storing equipment away safely and in the correct location after the class.

12. Report any faulty equipment to Duty Officer immediately and remove from use.

13. Encourage membership of the Zest card scheme particularly on a direct debit basis.

14. Work with the Health and Fitness/Wetside Duty Officer on fitness promotions where appropriate. Including marketing campaigns initiated by the Health and Fitness Duty Officer which may include social media, in-house challenges, and external promotions.

15. Liaise with the Health and Fitness/Wetside Duty Officer at bi-annual meetings on issues affecting the fitness cost centre.

16. Attend meeting and training courses as required by the nature of the post.

17. Assist in covering holiday / sickness to ensure class programme is maintained.

18. Wear appropriate uniform where provided.

**Classes with low attendance will be stopped or changed giving the instructor at least a months' notice.**

Class sizes will be set: - based on room size, H&S and industry norms for that activity for insurance purposes.

**OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**HEALTH AND SAFETY:**

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

**RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

**DATA PROTECTION:**

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

**SINGLE EQUALITY SCHEME:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## PERSON SPECIFICATION

<b><u>CATEGORIES</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b>Qualifications and Experience:</b>	<input type="checkbox"/> NVQ Level 2 Exercise to music./Level 2 swim instructor/group fitness instructor <input type="checkbox"/> Other nationally recognised qualification for the class i.e. Yoga, Tai Chi, Ballet	<input type="checkbox"/> EFAW or First Aid @ Work <input type="checkbox"/> Minimum of a years' experience <input type="checkbox"/> Additional class qualifications e.g. circuits, step. <input type="checkbox"/> Level 3 swim (wetside) <input type="checkbox"/> NVQ level 3 or equivalent qualification. <input type="checkbox"/> Advanced knowledge of anatomy/physiology
<b>Knowledge and Expertise:</b>	<input type="checkbox"/> The ability to structure and deliver an effective class. <input type="checkbox"/>	<input type="checkbox"/> Knowledge of Diet + Nutrition
<b>Skills:</b>	<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Literacy & numeracy (GCSE) <input type="checkbox"/> Understanding of physiology. <input type="checkbox"/> Organisational	<input type="checkbox"/> Computer Literate
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Quick Learner</li> <li>• Team orientated</li> <li>• Ability to work without supervision.</li> <li>• Excellent people skills</li> <li>• Enthusiastic and outgoing personality.</li> <li>• Committed to equality of opportunity and understanding of diversity issues.</li> </ul>	<input type="checkbox"/> None