

## **JOB DESCRIPTION**

**POST TITLE:** FITNESS CONSULTANT

**POST NUMBER:** LS09

**GRADE:** C

**RESPONSIBLE TO:** Leisure Centre Manager

### **KEY CORPORATE ACCOUNTABILITIES:**

To assist the Group Health & Fitness Manager in the effective running of the Fitness Studio and fitness classes.

### **KEY SERVICE ACCOUNTABILITIES:**

1. To carry out fitness inductions and fitness assessments, design fitness programmes and carry out lifestyle consultations.
2. To track and record member visits and carry out follow up procedures.
3. To instruct fitness classes as directed by the Manager.
4. To encourage membership of the Zest card scheme particularly on a direct debit basis.
5. Assist in marketing campaigns initiated by the Manager.
6. To ensure that the Fitness Studio and all other fitness related areas are kept in a clean and hygienic manner.
7. To liaise with the Manager on a monthly basis on issues effecting the fitness cost centre.
8. To attend meeting and training courses as required by the nature of the post.
9. To supervise the Fitness Studio and/or classes to ensure the best possible customer orientated environment in terms of health and safety.
10. To carry out regular maintenance checks on all fitness equipment and to follow clear documentation procedures.
11. Any other duties deemed necessary and that are consummate with the requirements of the post.
12. At quiet periods to assist with the general running of the Centre.

**OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the postholder 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.

**DATA PROTECTION:**

It is the responsibility of the Postholder to ensure the section's compliance with the requirements of the Data Protection legislation.

## 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>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in Fitness Instructing or equivalent</li> <li>• Minimum of 3 months experience in an Instructing role</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 3</li> <li>• Minimum of three months experience in an instructing role plus experience of completing fitness assessments.</li> <li>• First Aid at Work</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>• Knowledge of a range of the basic fitness studio equipment</li> <li>• Knowledge of induction procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of basic fitness tests</li> <li>• Experience of taking circuit training classes</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent customer care skills</li> <li>• Ability to work under pressure</li> <li>• Enthusiastic approach to work</li> <li>• Ability to work on own initiative</li> <li>• Ability to work as part of a team</li> <li>• Flexible approach to working and open to change</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to improve current skills</li> <li>• Willingness to learn all aspects of the day to day running of the centre</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Keen interest in health &amp; Fitness</li> <li>• Caring and compassionate approach to work</li> <li>• Outgoing personality</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to work a variety of shifts and weekends</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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