

JOB DESCRIPTION

Appendix 1.3 DSL JD

General Information

Job Title	Casual Health / Fitness Instructor	Reporting To	Health and Wellbeing Manager
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General Purpose

To plan, organise and lead in the delivery of health and wellbeing programmes this includes rehabilitation programmes across the organisation.

Responsible for any Financials or Direct Reports

The post holder has supervisory responsibility for:

- Casual or volunteer assistants at their sessions

Key Deliverables

- To plan, prepare and deliver purposeful & safe physical activity sessions suitable for the level and ability of the participants
- Make sure that lesson plans are in place for each area – showing progression for the client groups.
- To correctly complete any necessary administration and maintain accurate, up to date records in the session specific folders
- To ensure all equipment is collected and stored correctly at the end of the session
- To supervise the safe dispersal of participants after the sessions
- To keep all qualifications up to date
- Risk assess the area, equipment and participants prior and during the session - note any discrepancies – monitor safety, keep participants on the set task and follow correct practice and progressions.
- Has overall responsibility for the session
- Arrive no less than 15 mins prior to session starting
- Complete the incident forms if an accident / incident occurs no matter how slight
- Take the register and collect money (whilst assistant sets up) / where applicable
- Make sure that the sessions have the correct ratio between clients / instructor

Flexibility Clause:

- This is a description of the job as it is constituted at the date shown. It is the practice of this organisation to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

Variation Clause:

- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Vivacity reserves the right to make changes to your job description following consultation.

Requirements - Experience

- Minimum of 1 year delivering to special populations
- Experience of working effectively as part of a team
- Experience of working in a health or social care setting
- Experience of working with a wide range of populations

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Requirements – Qualifications

- Relevant degree
- GP Referral
- BACPR (or willingness to take this qualification)
- Level 3 or 4 REPS
- Full Driving Licence
- Up to date first aid qualification

Requirements – Personal Characteristics

- Ability to organise, plan & deliver structured sessions for a range of populations
- Ability to react professionally under pressure
- Ability to control and hold a group's attention
- Knowledge & understanding of marketing / promotional methods
- Knowledge of how to adapt exercises for special populations
- Time management and prioritisation skills
- Has excellent verbal communication skills
- Seeks to increase their learning and experience through gaining new qualifications
- Energetic and enthusiastic

Other Points