

**JOB DESCRIPTION**

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| **Post Title**: Gym Instructor | | | |
| **Department**: Health and Adult Care | | **Post No**: | |
| **Division/Section**: Wellness – Leisure | | **Post Grade**: Grade 7 | |
| **Location**: Any leisure facility operated by Bury Council  (A working base will be nominated – Insert site) | | **Post Hours**: Various on a shift rota | |
| **Special Conditions of Service**:  Evening and weekend work as part of normal working week.  A uniform is provided which must be always worn.  Protective clothing must be always worn to comply with cleaning specifications and current Health and safety legislation.  To complete staff training and CPD learning as required. | | | |
| **Purpose and Objectives of Post**:   * You will be responsible for providing a high-quality service to both our customers and staff. Ensuring a safe, enjoyable and clean environment is provided for all customers whilst promoting the benefits of leading a healthy and active lifestyle. | | | |
| **Accountable to**: Head of Wellness | | | |
| **Immediately Responsible to**: Duty Officer / Senior Lifeguard | | | |
| **Immediately Responsible for**: N/A | | | |
| **Relationships: (Internal and External)**  All visitors to Bury Leisure facilities | | | |
| **Control of Resources**:  Personnel: None  Financial: None  Equipment/Materials: The appropriate and effective use of equipment/materials relevant to the post  Health & Safety: Ensure the maintenance of a healthy and safe environment for staff and public | | | |
| **Duties/Responsibilities**: | | | |
| * You will be responsible for creating a positive impression on the customers you welcome to your Centre ensuring they enjoy a safe and professional visit each and every time. * You will be responsible for providing a high-quality service to all customers and visitors, listening and responding to customer’s needs and requests * Preparing activity areas and equipment to meet the needs of the days programme * Working as part of the broader wellness service you will support your manager in delivering the projects and objectives of your team * Working as part of the broader wellness service to deliver a front of house service that supports customer access, egress and signposting * Playing your part in communicating with other teams to ensure that services and products we provide to our customers, both internal and external, are consistent and of a first-class standard * Your role ultimately will contribute to keeping us at the forefront of leisure provision and generating growth and development for the continued success of the business.   To ensure a safe environment exists for all customers.   * To keep up to date with all current health and fitness issues. * To maintain high standards of cleanliness both internally and externally. * To follow all written procedures as detailed in the NOP and EAP. * To comply with all current health and safety legislation. * To assist customers and provide information. * Administer first aid when necessary. * To take receipt of deliveries in accordance with written procedures. * To be observant at all times reporting any occurrences that may have a detrimental effect on day-to-day operation. * To carry out induction training, provide advice and programmes as required for all users, including special groups. * In consultation with the Exercise Referral team, carry out induction training for referral clients. * In consultation with the Exercise Referral team, carry out contact appointments for referral clients. * To process bookings for inductions and programmes. * To carry out day to day scheduled maintenance on all equipment, reporting any faults. * To exhibit high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and to wear the uniform provided whilst on duty. | | | |
| * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. * **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues | | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:**  **Zilpha Lang** | **Sign:** | | **Date:**  **12/05/22** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:**  **Jackie Veal** | **Sign:** | | **Date:**  **12/05/22** |

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| **Department for Health and Adult Care**  **GYM INSTRUCTOR LEVEL 3** |  |

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| **ASSESSMENT METHOD** | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application | A Level 3 personal trainer qualification | ✓ |  |
| Application | Health/fitness modules for example nutrition |  | ✓ |
| Application | Experience of working in a health and fitness facility | ✓ |  |
| Application | Aware of up-to-date trends in health and fitness industry | ✓ |  |
| Application | Experience of exercise referral schemes |  | ✓ |
| Application | A current Emergency at Work First Aid qualification or must attain within the first twelve weeks of appointment. |  | ✓ |
| Application | An awareness of Safeguarding | ✓ |  |
| Application | Evidence of excellent customer service skills | ✓ |  |
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**the above short-listing criteria plus the following:**

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| **ASSESSMENT METHOD** | **INTERVIEWING CRITERIA** |
| Interview | Must be able to demonstrate an awareness of health and fitness issues |
| Interview | Must be able to demonstrate an awareness of the health benefits of exercise |
| Test | Must be able to demonstrate an awareness of the safety issues and procedures. |
| Test | Must be able to develop a programmed session for a client. |
| Test | Must be able to demonstrate/induct a client on safe use of the gym equipment. |
| Interview | Must be able to demonstrate an awareness of the programmes on offer and the balance sought between different user groups. |
| Interview | Must have good communication skills and able to carry this out with different groups of customers. |
| Interview | Must have a high level of physical fitness. |
| Interview | Must be able to demonstrate an understanding of sales processes |