

## Post: Casual Healthy Lifestyles Instructor

- Salary/Grade: Grade 3, £9.60 to £9.92 per hour pro-rata  
Grade 5, £11.10 - £12.32 per hour pro-rata (for class instruction additional duties) Plus 30 minutes preparation and breakdown per class
- Hours/Days: As and when required
- Fixed Term/Perm/Temp/Casual: Casual
- Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire. S43 4JY
- Closing Date: 28 August 2019
- Interview Date: To be confirmed

## Job Details and Requirements

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake general leisure duties including control, organisation and implementation of the work of leisure services and assisting customers with fitness programmes and offer general advice where necessary. To be short-listed for interview candidates **must** possess the following:-

Excellent understanding of the leisure industry  
Understanding of customer computerised booking systems  
Understanding of the operation of leisure facilities and equipment including Health and Safety awareness  
Level 2 Gym Instructor  
Experience of cash handling  
Excellent interpersonal communication skills  
Customer service skills  
Ability to work in a team environment  
Must be physically fit and capable of heavy lifting

For additional duties  
Relevant fitness class/Instructor qualifications  
Health Referral qualification

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

## Contact Details

For an informal discussion about this post please contact Arron Johnson, Duty Manager on (01246) 242365, [arron.johnson@bolsover.gov.uk](mailto:arron.johnson@bolsover.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC (<http://www.bolsover.gov.uk/index.php/your-council/jobs>)



To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

## Healthy Lifestyles Instructor Job Description

<b>Job title</b>	Healthy Lifestyles Instructor
<b>Reports to</b>	Duty Manager
<b>Direct reports</b>	
<b>Grade</b>	3 5 <i>With additional duties</i>
<b>Salary range</b>	£9.60 to £9.92 per hour (Grade 3) £11.10 to £12.32 per hour (Grade 5)

### Job purpose

To ensure the efficient, effective and economic operation of sports, leisure and recreational establishments throughout the District, including a wide range of duties, in wet, dry and other operational areas.

### Duties and responsibilities

Flexibility in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work, ensuring:-

- (a) Maximum cost effectiveness
- (b) Maximum efficiency
- (c) Maximum economy of service provided
- (d) Total service provision to the public

To maintain an understanding of Legislation and Codes of Practice associated with:-

- (a) Health and Safety at Work Act
- (b) Office, Shops and Railway Premises Act
- (c) Environmental Legislation
- (d) Public Health Acts 1936-1961
- (e) Amenities Act 1971 etc.
- (f) Fire Regulations.

To understand fully the normal operating procedures for leisure facilities

The day to day oversight and control of the public using the leisure facility with a view to preventing injury, misuse and damage.

Ensuring a high standard of cleanliness is maintained throughout the building, especially in the fitness suite, group exercise studios, corridors, sports hall, changing rooms, toilets and showers

To be prepared to participate in emergency standby provision and other emergencies associated with the management of Leisure Facilities.

Assist customers with fitness programmes and offer general advice where necessary.

To ensure that all schedules and programmes are adhered to, ensuring continuity of service at all times.

To ensure that all equipment is maintained and stored in accordance with the manufacturer's instructions and Authority's Codes of Practice.

To participate in and ensure the security of equipment, goods, stocks, stores and the facility as a whole.

To ensure that duties are undertaken in a quick, programmed and efficient manner, ensuring profitable operation procedures are implemented and maintained.

To efficiently and effectively assist in the marketing of the facilities with the prime aim of encouraging the public to use the facility, on an on-going basis.

To respond to enquiries concerning all clients, members of the public, other Services of the Council.

### **Additional Duties if required and appropriately qualified**

To deliver the Derbyshire Partnership Health Referral Scheme

To support and assist in the development and delivery of other Health and Wellbeing active lifestyles programmes and initiatives to support the Councils corporate plan.

Provide advice on appropriate Health and Wellbeing programmes and undertaking healthy lifestyle assessments as required.

To deliver group fitness classes as appropriate

### **Working conditions**

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

### **Physical requirements**

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

---

<b>Approved by:</b>	<i>W Carter</i>
<b>Date approved:</b>	<i>May 2016</i>
<b>Reviewed:</b>	<i>April 2019 (pay)</i>

## PERSON SPECIFICATION

<b>Post Title:</b> Healthy Lifestyles instructor	<b>Section:</b> Leisure		
<b>Directorate:</b> People			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>• Excellent understanding of the Leisure Industry</li> <li>• Understanding of customer computerised booking systems</li> <li>• Understanding of the operation of leisure facilities and equipment including Health and Safety awareness</li> </ul>	a, i & c		a & i
<b>Qualifications</b>			
For core duties <ul style="list-style-type: none"> <li>• Level 2 Gym Instructor</li> </ul> For additional duties <ul style="list-style-type: none"> <li>• Relevant fitness class / Instructor qualifications</li> <li>• Health Referral qualification</li> </ul>		<ul style="list-style-type: none"> <li>• First aid at work</li> <li>• Sports Coaching</li> </ul>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Experience of cash handling</li> </ul>	a & i		a & i
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Excellent interpersonal communication skills</li> <li>• Customer service skills</li> <li>• Ability to work in a team environment</li> </ul>	a & i		a & i
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>• Must be physically fit &amp; capable of heavy lifting</li> </ul>	a & i		a & i

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	<i>W Carter</i>
<b>Date approved:</b>	<i>May 2016</i>
<b>Reviewed:</b>	