# **PERSON SPECIFICATION: LEVEL 2 GROUP FITNESS INSTRUCTOR/SPORTS COACH POST REFERENCE: 106626**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Educated to GCSE or equivalent in a sport/recreation related discipline (f)  NGB award at Level 2 or equivalent for a recognised sport/Group Fitness Activity  Safeguarding qualification/training or willingness to acquire upon appointment (f) | Community Sports Leaders Award (f)  Additional NGB awards at Level 1 or above in a range of sports (f)  Recognised NGB officiating qualification (f) |
| * **Work or other relevant experience** | Experience of working with members of the public delivering sport related activity sessions (I) (f)  Experience of planning and delivering activity programmes to a wide range of abilities and ages (I) (f)  Experience of work with disadvantaged people and low participation groups (I) (f)  Awareness of Health and Safety issues affecting physical activity participation (I) (f)  Awareness of safeguarding issues and how this is relevant to the environment. (I) (f)  Proven experience and commitment to delivering a customer orientated service. (I) (f) | Experience of work in Local Government Sports Development or Public Health(f) (I)  Experience of planning programmes, evaluation and review (I)  Experience of working within a team environment (f) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Understanding of how to actively promote other services and products suitable for the customer needs.  Being able to communicate clearly and concisely on all levels to all ages (I) (T)  Understanding of how to provide a quality service and how this can be achieved (I)  Being able to respond positively and appropriately to situations and give leadership and direction to assistant coaches and volunteers (I)  Ability to work on own initiative and as part of a cohesive team. (I)  Ability to complete administrative tasks effectively and on time to ensure accurate monitoring of attendances and service outcomes.  Being able to provide effective demonstration and support to participants to achieve their physical activity goals. | tieodeo  Knowledge of cross cutting sport benefits e.g. health, social inclusion (I)  Computer literate (Microsoft packages) (F) (I) | |
| * + **General competencies** | Strong commitment to health, sport and recreation (I)  Tact and diplomacy skills (I) | Flexibility to work evenings and weekends (I)  An understanding of client confidentiality and data protection issues (I) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| * Safeguarding training * Health promotion training * Customer care training * Health and Safety training * Sales training * Health and fitness training * Competent assist in emergency situation training | Most training will be annually or on industry guidance recommendations and some training will be ongoing in house training. |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.