

Active Northumberland  
**JOB DESCRIPTION**

<b>Post Title:</b> Gym Instructor	<b>Director/Service/Sector:</b> Active Northumberland		<b>Office Use</b>
<b>Band:</b> 3	<b>Workplace:</b> All sports & leisure facilities		<b>JE ref:</b> ANJD026
<b>Responsible to:</b> Health & Fitness Manager	<b>Date:</b> September 2018		
<b>Job Purpose:</b> To deliver a high quality and responsive fitness instructor service to customers taking part in fitness activities within a gym setting			
<b>Resources</b>	Staff	None	
	Finance	Some handling of cash may be necessary	
	Physical	Shared responsibility for the careful use of fitness equipment.	
	Clients	Duties have a direct impact upon the health and safety of customers - members of the public, adults and children	
<b>Duties and key result areas:</b>  <div><div></div><div><div>1.</div><div>Conduct gym inductions,offer fitness advice and information to customers, and carry out fitness instruction in the gym in accordance with procedure.</div></div><div><div>2.</div><div>To help deliver a programme of safe, effective sessions in the gym and to ensure customers exercise safely.</div></div><div><div>3.</div><div>Carry out fitness assessments and provide customers with personalised fitness and nutrition programmes.</div></div><div><div>4.</div><div>To create and maintain effective team working arrangements with other fitness team members</div></div><div><div>5.</div><div>Ensure gym is clean and free of health and safety hazards.</div></div><div><div>6.</div><div>Maintain equipment, ensure it is safe to use and report any faults.</div></div><div><div>7.</div><div>Fulfil your duty of care by ensuring you adhere to all appropriate policies, procedures and Health &amp; Safety regulations.</div></div><div><div>8.</div><div>Assist with the promotion of all the activities and facilities the centres have to offer.</div></div></div> <div>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</div>			
<b>Work Arrangements</b>			
Transport requirements: Working patterns: Working conditions:		Work at other sites as necessary so some travel may be required Regular evening and weekend work as part of a rota will be required Gym and studio based	

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**PERSON SPECIFICATION**

<b>Post Title:</b> Gym Instructor	<b>Director/Service/Sector:</b> Active Northumberland	<b>Ref:</b> ANJD026
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 2 Diploma in Instructing Exercise and Fitness Understanding of Health & Safety regulations. First Aid qualification An awareness of local health and fitness provision.	Membership of the register of exercise professionals (REPs)  A minimum of 2 GCSE (A-C grade or equivalent) including English Language or Literature, or GNVQ Level 2 in a related subject.  NVQ level 3 in health and fitness	Application form. Interview. Certificates. References
<b>Experience</b>		
Relevant experience of working in health & fitness industry with knowledge and experience of delivering gym based exercise programmes  Working face-to-face with the general public	Knowledge of membership systems	Application form. Interview. References.
<b>Skills and competencies</b>		
Communicates well, both orally and in writing and work directly with a demanding public. Relate effectively to a wide range of people. Ability to ensure tasks are completed to time and standard Able to work methodically Work effectively under pressure and as part of a team. Excellent motivational skills. Ability to work effectively without supervision	IT literate Good administrative skills.	Application form. Interview. References.
<b>Physical, mental and emotional demands</b>		
Friendly and courteous. Ability to connect and inspire confidence in customers. Responsible, enthusiastic and committed. Smart appearance. Flexible approach to work. Ability to meet the physical requirements of the post. Proactive approach to problem solving and customer care		Application form. Interview. References.
<b>Motivation</b>		
Dependable, reliable and good time keeper. Commitment to provision of high quality customer care. Willingness to adapt to changes and developments. A positive and pleasant approach to all customers, including children and young people, elderly people and those with disabilities.		

Other		
Satisfactory DBS check. Commitment to 'healthy living'. Willing to undertake appropriate training Ability to work at other service points as required.		Application form. Interview. References.

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits