

Evaluation Date	
Grade	

JOB DESCRIPTION

Job Title:	Health Instructor (Level 3)	Reports to:	Active Communities Development Officer
Department:	Active Communities	Location:	Vantage Point & across venues
Work Pattern:		Contract Status:	Permanent

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

You will deliver physical activity sessions and one to one consultations for inactive people with a range of health conditions, supporting and encouraging them to get active, remain active and improve their health and wellbeing.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Deliver motivational and person centred one to one consultations, which focus on goal setting and meeting individual's needs.	30%
2. Deliver a range of physical activity sessions (group and individual) in a range of community settings.	30%
3. Collate feedback from participants to support project evaluation. <ul style="list-style-type: none"> a. Identify potential case studies b. Work in line with the Active Communities evaluation framework c. Support participants to complete the evaluation process 	20%
4. Assess the needs of individuals to ensure we are giving them the right level of support to be active. Identify those who need specialists support and make recommendations to wider Health Professionals as appropriate.	10%
5. Provide ongoing support for individuals to keep them active upon completion of project. This will include: <ul style="list-style-type: none"> a. Motivational Support b. Group and one to one follow up sessions c. Ensuring people have the right information to stay active 	10%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Nil
Salary bill for all staff reporting:	Nil
Responsibility for finance and level of financial control:	Nil
Responsibility for Physical Resource:	Make recommendations for equipment purchase as is necessary to deliver sessions. Driving EL van.
Responsibility for Data and Information:	Access to Active Communities participant records. Ensuring all session registers are completed. Responsible for handling confidential information in a safe and secure manner.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations

- You are responsible for delivering a range of physical activity and one to one motivational sessions to a wide range of people.
- You will use your specialist knowledge and expertise to motivate participants to become active and remain active and find the right activity for them.
- You will advise Development Officers on how best to engage with these target groups to support the continued development of Active Communities projects.
- You will adhere to the Active Communities Work Plan, EL policies and procedures in line with guidance from partners and support from your manager.
- You will know when to involve others in key decision making and share information appropriately so resources are best utilised.
- You will be expected to take guidance and expertise from your Management team, colleagues and partners and you will be able to refer any issues to your line manager for support.
- You will be expected to inform others, share your knowledge and promote and encourage good practice throughout the Active Communities team.
- You have the responsibility for managing your own workload to achieve the goals agreed by your line manager. You will be expected to keep your line manager informed during regular review meetings.
- You will be responsible for maintaining ongoing CPD for your role.

Communication & Representing The Organisation

- You will use motivational interviewing techniques to enable people to become active, showing empathy and effective listening skills.
- You will interact with your participants, colleagues, volunteers and visitors in a positive, confident and helpful manner.
- You will express your opinion and share your learnings to support the continuous improvement of Active Communities projects and the customer experience.
- You will confidently deliver group and individual physical activity sessions.
- You will provide regular feedback to a range of stakeholders (e.g. staff and participants).
- You will attend internal meetings as required to support the development of Active Communities projects.
- You will collate feedback from participants and share with relevant Development Officer to make continuous improvements to the project and the customer experience.

Safeguarding Our Customers

Take an active role in your safety, and the safety of your team, and your customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.

You must understand and fulfil your role (following training) in:

- Edinburgh Leisure's Health and Safety policy
- Edinburgh Leisure's Child Protection policy
- Your venue's Emergency Action Plan (EAP)
- Your venue's Normal Operating Plan (NOP)

Understand the H&S obligations of various sports activity and ensure Edinburgh Leisure is fully compliant to mitigate any associated risk. You are expected to operate within and meet the needs of the Equalities Act.

Problem Solving

- You will identify things which prevent people with health inequalities from being active, and make recommendations how to mitigate these.
- You will deal with enquiries effectively and in line with Edinburgh Leisure's Values, feeding back to Development Officer as appropriate.
- You will help participants to identify their physical activity/health and wellbeing goals.
- You will know when to escalate issues to Active Communities management should you be unable to resolve or respond to enquiries.

Impact On Organization

By enabling those experiencing health inequalities to participate in physical activity you will improve their lives and health and wellbeing. You will support some of the hardest to reach and vulnerable people in the city to get active, resulting in improved health, better social interaction, less reliance on public services.

JOB DEMANDS

Physical	A reasonable level of personal fitness is required to carry out this role as you will be delivering physical activity sessions. These sessions may take place on a 1:1 or group basis and in a variety of settings. The administration elements of the role will be office based.
Mental	You are expected to prioritise your workload effectively to meet the needs of Edinburgh Leisure and stakeholders. You will be required to deliver the business plan. You will be expected to participate fully in team activities or projects.
Emotional	You are expected to always act in a professional manner; you may be faced with challenging situations and will need to be able to deal with these appropriately. You should display an empathetic approach when working with project participants. Some of our health referral participants may feel socially isolated or have health conditions related to their condition so a patient, tolerant and positive attitude is required at all times.
Environmental	You will be required to work at Edinburgh Leisure facilities, community settings and head office.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	Exercise Referral CIMSPA affiliate	CIMSPA Practitioner with Exercise referral Motivational Interviewing Training Mental Health Training Weight Management Training

		Health Inequalities Qualifications Public Health Qualifications Sports/Aquatics Coaching Qualifications First Aid Qualification
Knowledge and Experience:	<p>Knowledge: You should be able to demonstrate and evidence an understanding of how health conditions can impact on an individual's ability to be physically active.</p> <p>Experience: A background or experience of working with people experiencing health inequalities to promote physical activity.</p> <p>Proven track record of delivering effective physical activity sessions.</p>	<p>Understanding of health inequalities</p> <p>Experience of working in/with health / community/ voluntary sector</p>
Additional Requirements (e.g. competencies):	Refer to the Essentials framework.	

DISCLOSURE/PVG REQUIREMENTS
PVG

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed

Date