

Evaluation Date	
Grade	9

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Specialist Health Instructor</b>	<b>Reports to:</b>	<b>Health Development Officer</b>
<b>Department:</b>	<b>Active Communities</b>	<b>Location:</b>	<b>Across EL venues</b>
<b>Work Pattern:</b>		<b>Contract Status:</b>	<b>Permanent</b>

### 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 be responsible for delivering and promoting physical activity to participants referred into our specialist health projects (e.g. Steady Steps and Fit for Health). As a specialist instructor you will design and deliver health classes according to the varying needs of the participants within Edinburgh Leisure venues. Your specialist learning through REPS Level 4 qualification will give you the knowledge and expertise to deliver according to the guidelines and standard needed to improve or maintain the health and wellbeing of referred participants.

<b>KEY RESULT AREAS</b>	
<b>Key Responsibility</b>	<b>Expected time spent (%)</b>
1. Deliver specialist health classes to referred participants in Edinburgh Leisure Venues; either studio or gym based activity depending on ability levels. You will promote the importance of being physically active and encourage participants to make healthy lifestyles decisions out with the classes to encourage greater health improvement results.	60%
2. Prepare each class by; design of appropriate specialist exercise session plans, prepare the studio/gym space for activity and set down of each class; ensuring appropriate materials and equipment are in place for effective delivery.	10%
3. Ensure pre and post assessments and questionnaires are completed with each participant for monitoring and reporting purposes.	20%
4. Responsible for regular contact with 'high risk' participants to support completion targets and encourage people to stay active.	10%

<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	Nil
<b>Salary bill for all staff reporting:</b>	Nil
<b>Responsibility for finance and level of financial control:</b>	Nil
<b>Responsibility for Physical Resource:</b>	Make recommendations for equipment purchase as is necessary to deliver sessions. Driving EL van.
<b>Responsibility for Data and Information:</b>	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 the safe delivery of physical activity sessions to target groups.
- You will use your specialist knowledge and expertise to motivate participants to become and remain active
- 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 organisation.
- 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 support and motivate participants through group sessions, showing empathy, effective listening skills, motivational interviewing techniques and the ability to adjust your style to suit the needs of the individual / audience.
- 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 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.
<b>Problem Solving</b>
<ul style="list-style-type: none"> <li>You will identify things which prevent people with health conditions from being active, and make recommendations how to mitigate these.</li> <li>You will deal with enquiries effectively and in line with Edinburgh Leisure's Values, feeding back to Development Officer as appropriate.</li> <li>You will help participants to identify their physical activity/health and wellbeing goals.</li> <li>You will know when to escalate issues to Active Communities management should you be unable to resolve or respond to enquiries.</li> </ul>

<b>Impact On Organization</b>
By enabling those with health condition to participate in physical activity you will improve lives and their 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.

<b>JOB DEMANDS</b>	
<b>Physical</b>	A reasonable level of personal fitness is required to carry out this role as you will be delivering physical activity sessions and advice in a practical setting. The administration elements of the role will be office based.
<b>Mental</b>	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.
<b>Emotional</b>	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.
<b>Environmental</b>	You will be required to work at Edinburgh Leisure facilities, community settings and head office.

## PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Qualifications and Attainments:</b>	Level 3 Exercise Referral qualification and willing to complete the Level 4 health qualifications as required to deliver.	Level 4 health condition qualifications (i.e. BACPR, Cancer, PSI) CIMSPA Practitioner with Exercise Referral First Aid

<b>Knowledge and Experience:</b>	<p>A background or experience of working with clinical populations with a long term conditions. Experience of working in health / community/ voluntary sector</p> <p>An understanding of how long term conditions have an emotional impact on participants.</p>	<p>Understanding health inequalities.</p> <p>A background or experience of working with adults or older adults in a health or fitness setting promoting physical activity and or healthy living.</p> <p>Understanding the complexities of health inequalities and co-morbidities for those at risk of developing and have existing long term health conditions.</p>
<b>Additional Requirements (e.g. competencies):</b>	Refer to the Essentials framework.	

<b>DISCLOSURE/PVG REQUIREMENTS</b>
<b>BASIC</b>

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

**Signed .....**

**Date .....**