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| Evaluation Date | |
| Grade | 9 |

JOB DESCRIPTION

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| Job Title: | Specialist Health Instructor | Reports to: | Health Development Officer |
| Department: | Active Communities | Location: | Vantage Point & Across Venues |
| Work Pattern: | 16hrs/week | Contract Status: | Permanent |

| BACKGROUND |
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| <p>Edinburgh Leisure is Edinburgh's biggest provider of Leisure Services, welcoming over 4 million customer visitors a year to our 30 venues across the City. We have a total income of around £25m and as a Not for Profit company, we proudly spend every penny of that on providing and developing our great range of services to make Edinburgh a healthier place.</p> <p>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:</p> <ul style="list-style-type: none"> 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 |
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| <p>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).</p> <p>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.</p> |

| KEY RESULT AREAS | |
|--|-------------------------|
| Key Responsibility | Expected time spent (%) |
| 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 | 60% |

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| participants to make healthy lifestyles decisions out with the classes to encourage greater health improvement results. | |
| 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 | 10% |

| RESPONSIBILITY FOR RESOURCES | |
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| Responsibility for staff: | Nil |
| Salary bill for all staff reporting: | Nil |
| Responsibility for finance and level of financial control: | Nil |
| Responsibility for Physical Resource: | Nil |
| Responsibility for Data and Information: | Will have access to confidential participant information and evaluations for purposes of project delivery and evaluation. Must adhere to NHS and Edinburgh Leisure data standards for handling referrals, ensuring confidentiality at all times. |

GUIDELINES AND EXPECTATIONS

| Authorities & Limitations |
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| <ul style="list-style-type: none"> You are responsible for managing your own workload and will influence the workload of your direct reports You are responsible for the safe delivery of physical activity sessions to target groups. Know when to involve others in key decision making and share information appropriately so resources are best utilised. You contribute to corporate project teams, influencing the work they undertake and the achievement of project outcomes. You will be expected to inform others, share your knowledge and promote and encourage good practice throughout the organisation. 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 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.

Communication & Representing The Organisation

- You will need to have effective communication skills across a range of mediums.
- You will be expected to adjust your communications to suit the needs of your audience and ensure that key messages are understood. You need to win hearts and minds and help people understand the real value in the outcomes of the work you and your colleagues are doing.
- Support and motivate participants through 1:1s and group sessions.
- You will share your learnings with key stakeholders to ensure good communication and promote best practice.
- Collate feedback from participants and share with relevant Development Officer to make continuous improvements to the project and the customer experience.
- Attend meetings both internally and externally as required to support the development of the project.

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

- Deal with customer enquiries effectively and in line with Edinburgh Leisure's Values, feeding back to the relevant Development Officer.
- Make appropriate decisions with regard to the programme, taking a flexible approach and ensure continuous improvement of the service for the participants.
- Know when to escalate issues to SPAD management should you be unable to resolve or respond to customer enquiries

Impact On Organization

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.

| JOB DEMANDS | |
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| Physical | 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. |
| Mental | You will be expected to multi-task and prioritise your workload effectively across a number of tasks. You need to be able to respond to staffing and programme issues quickly and effectively. |
| Emotional | You will be expected to 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 | This role will be delivering sessions indoors in leisure venues, particularly in the gym and studio. The environment can be busy, and there will often be conflicting demands for your time and attention. Close collaboration with staff at each delivery venue is critical in delivering effective exercise interventions. |

PERSON SPECIFICATION

| Factor | Essential | Desirable |
|---|--|--|
| Qualifications and Attainments: | REPS Level 3 Exercise Referral qualification and willing to complete the REPS Level 4 PSI & BACPR qualifications required to deliver. | Level 4 PSI & BACPR qualifications First Aid |
| Knowledge and Experience: | A background or experience of working with clinical populations with a long term conditions. Experience of working in health / community/ voluntary sector An understanding of how long term conditions have an emotional impact on participants. | Understanding health inequalities. A background or experience of working with adults or older adults in a health or fitness setting promoting physical activity and or healthy living. Understanding the complexities of health inequalities and co-morbidities for those at risk of developing and have existing long term health conditions. |
| Additional Requirements (e.g. competencies): | The ability to demonstrate the 'Leadership by Supervisors' and 'Everyone' behaviours within our Essentials framework. | |

| DISCLOSURE/PVG REQUIREMENTS | | | | | |
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| <p>This post has been assessed to require a <u>Basic Disclosure</u> for the post holder, under the following justification:</p> <p>Primary role is not considered to be regulated work</p> | | | | | |
| Work | Work With | What Do / Service | Normal Duties | Exception 1 | Exception 2 |
| Yes | Adults | Activities | Yes | Not incidental | |

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

Signed **Date**