

HR use only

Evaluation Date	
Grade	

JOB DESCRIPTION

Job Title:	Weight Management Instructor	Reports to:	Weight Management Supervisor
Department:	Active Communities	Location:	Vantage Point
Work Pattern:	25 hours per week including evening and weekends	Contract Status:	Temporary to 31st March 2017

BACKGROUND

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.

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

As the Weight Management Instructor you will be responsible for delivering 9 week blocks of 'Get Going' & 'Get Moving' courses to encourage health improvement and long term lifestyle behaviour change in children and adults.

You will co-deliver the courses and you will be responsible for ensuring the physical activity and nutrition sessions are delivered to standard. The job will involve a strong element of health assessments, monitoring participant progress and ensuring evaluation processes are completed.

Our weight management programmes are delivered in partnership with NHS Lothian.

Please note that some courses will be delivered at evening and weekend times to suit the needs of the participants. In addition, annual leave entitlement will be granted with consideration for delivery of 9 week block programmes.

KEY RESULT AREAS	
Key Responsibility	Expected time spent (%)
1. Deliver specialist weight management courses to referred participants in Edinburgh Leisure venues; group education in halls or studios and physical activity in a studio or gym. Also promote healthy lifestyle adaptations (set eating and activity targets) out with the courses sessions and follow up at each subsequent session.	85%
2. Prepare each session by; prepare the hall/studio/gym space and set down of each session; ensure appropriate materials and equipment are in place for effective delivery of both the group education and group physical activity elements	5%
3. Complete weekly and post course evaluations for monitoring and reporting purposes.	5%
4. Support participants to continue with their activities upon completion of the weight management course to maintain their behaviour change through individual and group physical activity sessions	2.5%
5. Complete pre and post consultations 3 and 6 month catch ups, as well as health assessments.	2.5%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Nil
Salary bill for all staff reporting:	--
Responsibility for finance and level of financial control:	Occasional responsibility for small refreshment budget
Responsibility for Physical Resource:	Responsible for activity equipment, refreshments, paperwork and promotional leaflets: <ul style="list-style-type: none"> • Stock counting & replenishing • Maintaining cleanliness

	<ul style="list-style-type: none"> • Reporting faults or improvements • Checking general conditions of room, set up and clear up
Responsibility for Data and Information:	<ul style="list-style-type: none"> • Requirement to complete family consultation paperwork. • Required to complete weekly attendance registers. • Information on families medical conditions and circumstance e.g. support services, child protection

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> • Report to Weight Management Supervisor attend monthly 1:1s and effectively participate in team meetings • Uses specialist knowledge and skills to deliver the weight management programme courses • Attend instructor forums and supervision meetings (psychology support) • Assist Weight Management Supervisor in maintaining relevant course paperwork • Feedback strengths and development needs of the sessions and course materials • Identify participants who may require further NHS support and make recommendations to the Weight Management Supervisor • Maintain relevant qualifications and essential training for CPD purposes
Communication & Representing The Organisation
<ul style="list-style-type: none"> • Interact and build a positive rapport with participants and colleagues • Use motivational language and techniques to encourage and support behaviour change • Establish and maintain good communication with the Weight Management team • Collate feedback from participants on each course and present to Weight Management team to make continuous improvements to the project and the customer experience • Interact with your customer, colleagues, volunteers and visitors in a positive, confident and helpful manner • Attend internal meetings as required
Safeguarding Our Customers
<ul style="list-style-type: none"> • Set up each class session to standard and ensure equipment is suitable and fit for purpose. • Take an active role in the duty of care to yourself, your team, the facilities used and customers. Don't interfere with any equipment designed to preserve life. Take action to report any potential hazard. • Understand and fulfil your role (following training) in: <ul style="list-style-type: none"> ○ Edinburgh Leisure's Child Protection policy ○ Any relevant venue's Emergency Action Plan (EAP) ○ Any relevant venue's Normal Operating Plan (NOP) ○ Ensure that staff and customer accidents/incidents are recorded and reported correctly according to procedure. • Ensure that staff and customer accidents/incidents are recorded and reported correctly according to procedure.
Problem Solving
<ul style="list-style-type: none"> • Make appropriate decisions with regard to the programming, taking a flexible approach and ensure continuous improvement of the services for the participants.

- Deal with customer enquiries effectively and in line with Edinburgh Leisure's Values, feeding back to Weight Management Supervisor/Manager

Impact On Organization

The post holder is responsible for ensuring a consistent high quality service to participants in the delivery of the Weight Management courses. The sustainability of the project is reliant on financial support from NHS Lothian therefore the project will be delivered to meet the objectives of both Edinburgh Leisure and those of our partners.

JOB DEMANDS

Physical	<p>A reasonable level of personal fitness is required to carry out this role. This role involves walking, standing and some lifting and carrying. At times you will be expected to be in and around the leisure venue interacting with staff and customers.</p> <p>You will also be delivering physical activity sessions as part of the Weight Management courses to children and their families</p> <p>You will need to be prepared to work flexibly around the Weight Management course and its events. This post is likely to involve evening and weekend work throughout the year, with schedules subject to change during the school holidays.</p>
Mental	<p>This role requires alertness and professionalism as you will be expected to respond to all people and situations appropriately. Instructors will be expected to be able to adjust their message to suit the needs of children and their families who are out with the healthy weight range and be able to enthuse and motivate the participants accordingly.</p>
Emotional	<p>This role involves working at an operational, customer-facing level in the organisation and will often be the main point of contact for the Get Going participants. A positive and flexible approach is essential along with an ambition for programme success.</p> <p>There are some people who will be more challenging and the post-holder will need to be able to deal with challenging circumstances the families may bring to the Weight Management courses in a calm and professional manner. The post holder will bring a sense of resilience with them, whilst maintaining a positive can do attitude to achieve the success of the Weight Management project.</p>
Environmental	<p>The Weight Management courses will be delivered in local community settings, mainly in leisure venues, making use of hall/studio and gym spaces. The courses are hosted as a group based approach with a number of families coming together.</p> <p>The environment can be busy, and there will often be conflicting demands for your time and attention. Weight Management courses will take place at various locations throughout Edinburgh.</p>

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	<p>A relevant Health and Fitness Qualification (REPs level 3 minimum) or equivalent</p> <p>Get Going Training (1 x course shadow experience)</p>	<p>A relevant nutrition qualification</p> <p>Weight Management Training</p> <p>REHIS TRAINING</p>
Knowledge and Experience:	<p>A background or experience of working with children and their families</p> <p>Experience of working in/with health / community/ voluntary sector</p> <p>Experience of delivering group physical activity sessions</p>	<p>Understanding health inequalities</p> <p>Understanding Behaviour change</p>
Additional Requirements (e.g. competencies):	<p>Communication:</p> <ul style="list-style-type: none"> • Strong customer Service orientation • Can provide instant verbal feedback on performance <p>Teamwork:</p> <ul style="list-style-type: none"> • Experience of working in a team oriented, collaborative environment <p>Problem Solving & Decision Making:</p> <ul style="list-style-type: none"> • Regularly reviews and evaluates performance to inform continuous improvements 	

DISCLOSURE/PVG REQUIREMENTS

This post has been assessed to require a PVG Scheme Record or Scheme Record Update for the post holder, under the following justification:

The duties of this post involve regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 Schedule 2, Part 1 and Part 2 (4).

Teaching, instructing, training or supervising children

4 Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).

Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Children	Activities	Yes	Supervise, Teach, Instruct	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**