

Aerobics Instructor (Casual)

Final

Date: December 2017

POST: Aerobics Instructor (Casual)
SERVICE: Street Scene and Leisure Services
SECTION: The Place PLC
BAND: 7
REPORTS TO: Facility Manager
RESPONSIBLE FOR: N/A
TYPE: 2) Field worker

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

Please note that this post is subject to Department of Works and Pensions (DWP), Protection of National Infrastructure conditions, which means that the post holder will be required to undergo further vetting processes to ensure compliance.

Please note that this post has been classified by Basildon Council as a Regulated Post as it has contact with vulnerable groups so will require an enhanced Disclosure and Barring {DBS} certificate.

MAIN PURPOSE

The Pulse Fitness Team provides a variety of studio aerobic classes as part of the leisure services health & fitness programme across the district. Health & Fitness is an important part of the business plan for the development of services within our leisure facilities. Exercise to Music trained instructors are important role models and provide advice and guidance to customers and clients on healthy living.

GENERAL INFORMATION

Leisure, Open Spaces and Community Facilities has a wide and diverse remit, comprising of a range of service units, activities, projects and programmes aimed at improving quality of life, health and wellbeing of the residents of the Borough. The work of the department needs to be monitored in order to inform future action and service improvements, as well as to evidence progress against planned activity and targets.

The Place is a large busy community facility which provides function rooms, meeting rooms, an over 50's activity centre, soft play centre and cardio vascular fitness suite for the local community. The centre is located in Pitsea Town Centre. The post holder will be a significant contributor to The Place Pulse team as it will be essential to maximise opportunities for the service.

Under the direction of the Facility Manager, the Aerobics Instructor will ensure the classes are operated effectively on a day to day basis and seek opportunities to further develop the

business and further promote current activities to maximise income. Delivering services in line with safe working practices and procedures, and ensure the smooth and safe running of the centre and promoting a welcoming community facility.

DUTIES

1. To cover Classes at short Notice
2. To deliver a safe and effective exercise class's
3. Be able to work as part of a team and possess good communication skills
4. To deliver a class to a range of fitness levels and provide adaptations to suit the abilities of beginners.
5. To deliver high quality class that are regularly refreshed and updated to provide variety and motivation for participants
6. Be punctual allowing time to meet and greet members
7. Create a warm and friendly environment
8. To provide information and support to customers on health & fitness matters within the parameters of current qualifications.
9. Ensure all equipment is kept fully maintained, reporting faults/damage immediately
Sound knowledge of principles of safe exercising
10. Promote current activities to maximise income
11. Regularly monitor all customers involved in fitness activities, evaluating their progress towards agreed targets and providing encouragement/motivation.
12. Undertake all the duties within the framework of Equal Opportunities.
13. To ensure classes are up to date and competitive to other local budget Aerobic classes
14. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate,
Under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
15. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Casual Aerobics Instructor	Date Prepared:	31/10/17
Department:	The Place PLC	Band:	7

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Up to date knowledge of safety issues within the workplace	✓		AF/I/T
1.2	Develop and adapt a progressive class to suit the ability of a range of fitness levels including beginners	✓		AF/I/T
1.3	Highly self-motivated and enthusiastic	✓		AF/I/T
1.4	Available to cover classes at short notice	✓		AF/I/T
1.5	Be able to work as part of a team and possess good communication skills	✓		AF/I/T
1.6	Demonstrate plans for Continued Professional Development (CPD		✓	AF/I/T
2.	COMPETENCIES			
	ADHERING TO PRINCIPLES AND VALUES			
2.2	<ul style="list-style-type: none"> a) Upholds ethics and values b) Demonstrates integrity c) Promotes and defends equal opportunities, builds diverse teams d) Encourages organisational and individual responsibility towards the community and the environment 	✓		AF/I/T
	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS			
6.2	<ul style="list-style-type: none"> a) Focuses on customer needs and satisfaction b) Sets high standards for quality and quantity c) Monitors and maintains quality and productivity d) Works in a systematic, methodical and orderly way e) Consistently achieves project goals 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	FOLLOWING INSTRUCTIONS AND PROCEDURES			
6.3	<ul style="list-style-type: none"> a) Appropriately follows instructions from others without unnecessarily challenging authority b) Follows procedures and policies c) Keeps to schedules d) Arrives punctually for work and meetings e) Demonstrates commitment to the organisation f) Complies with legal obligations and safety requirement of the role 	✓		AF/I/T
	ADAPTING AND RESPONDING TO CHANGE			
7.1	<ul style="list-style-type: none"> a) Adapts to changing circumstances b) Accepts new ideas and change initiatives c) Adapts interpersonal style to suit different people or situations d) Shows respect and sensitivity towards cultural and religious differences e) Deals with ambiguity, making positive use of the opportunities it presents 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Hold a current Emergency First Aid Qualification		✓	AF/I/T
3.2	2 Hold an Exercise to Music qualification to NVQ Level 2	✓		AF/I/T
3.3	A current Member on Register of Exercise professionals (REPS)	✓		AF/I/T
3.4	A satisfactory DBS certificate will be required	✓		AF/I/T