



B O S T O N BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR



Vacancy Details: Fitness Instructor

Selection will be undertaken at intervals during the year in approximately July, October and March. If you are selected for interview you will be contacted directly

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Further Information and guidance on completing your application is available in the Application Information and Guidance booklet.

Please note we do not accept CV's.



Fitness Instructor

Casual Hours

£9.12 per hour + enhancements

We are looking to recruit a Casual Fitness Instructor within our leisure complex who is enthusiastic, motivated and passionate about health & fitness. To be considered, you will be flexible in the hours you work, have good communication and motivational skills as well as a good technical ability. You will need you to hold a current Level 3 Gym Instructor Qualification, and a recognised GP referral Qualification would be an advantage

Duties will include supervision and safety of customers using the complex's fitness areas, security checks of changing areas. You would be responsible for the daily operation of the gym, ensuring you deliver excellent customer service whilst maintaining a motivational, clean and safe environment.

You will be required to work on the gym floor, carrying out inductions, training programmes and personal training sessions. You will be required to interact and build a rapport with all customers using the facilities.

You will work effectively as part of a team and be confident to use your initiative to promote health and leisure activities in Boston with genuine enthusiasm, maintaining good public relations for the leisure complex. You will also be required to plan and teach fitness classes such as Total Tone, Boot Camp & HIIT.

All positions are subject to an enhanced DBS check and candidates must be aged 18 or over.

The hours of work are on a zero hour's basis and you will be contacted as and when required. Work will be over various shifts including evenings and weekends (for which pay will be enhanced in accordance with our terms and conditions).

If you would like an informal discussion about the post, please contact Sarita Barton or Scott Higgins on 01205 314374, or email you questions to leisure.centre@boston.gov.uk

For further information, please visit our website at www.boston.gov.uk

If you require assistance please contact People Services on 01205 314204.

Please note that the Council does NOT accept CVs as application for posts.



JOB DESCRIPTION & PERSONAL SPECIFICATION

Boston Borough Council

Job Description



Directorate Place & Space	Service GMLC
Job Title Fitness Instructor	Grade 3
Reports to Leisure Complex Manager/ Duty Officers	Responsible FOR n/a
<p>Is this post eligible for a DBS check? YES</p> <p>Boston Borough Council will re-check employees, as a minimum, at 3 yearly intervals.</p> <p>Eligibility is for : Enhanced Check: Child and Adults Barred list</p>	
A Purpose of job:	
1	To undertake such health surveillance, at the cost of the Council, as may be required. This may be identified by risk assessments or be a statutory provision such as those within the Health and Safety at Work Act 1974 and The Control of Noise at Work Regulations 2005.
2	To instruct and promote health and fitness activities within GMLC
3	To be responsible for the safety, welfare and general discipline of patrons
B Main responsibilities, tasks and duties	
1	To prepare and instruct members for use of the fitness suite To instruct fitness classes – e.g. Circuit training, body conditioning and studio Cycling
2	To make clients aware of their fitness levels through fitness assessments.
3	To promote the Geoff Moulder leisure complex and fitness activities throughout the Borough of Boston
4	To prepare personal fitness programmes and group classes
5	To maintain the fitness suites hygiene and safety regulations.
6	To ensure the safety and welfare of clients within the fitness activities area.



7	To report any damage of faults
8	To ensure that the members use the lockers correctly and assist with any difficulties as they arise
9	To make periodic security checks of changing areas and report any damage, faults etc to the Duty Officer
10	Clean all areas within the complex and external perimeter area.
11	To interact courteously with the public as required.
12	To carry out any other duties commensurate with the grade as may be required.
13	<p>FOR RESTRICTED POSTS ONLY</p> <p>To maintain professional standards and expertise by undertaking relevant professional development.</p> <p>To maintain quality standards appropriate to the post.</p> <p>Be responsible for safeguarding and promoting the welfare of children wherever applicable within this role.</p> <p>Staff should be aware of the organisations safeguarding children policies. They must attend safeguarding children training appropriate to their role, be provided with information about safe practice and expected standard of conduct.</p>

C Knowledge and skills

1	<p>Knowledge – Essential</p> <p>Recognised fitness qualification (minimum grade Level 3)</p> <p>Recognised qualifications covering</p> <ul style="list-style-type: none"> a) Nutrition b) Counseling Skills c) Induction Process <p>Recognised G.P Referral Qualification or candidate must be willing to undertake training.</p> <p>First aid at work certificate and/or defibrillator trained is essential or candidate must be willing to undertake training.</p> <p>Previous gym instructing experience</p> <p>Good IT skills for completion of admin duties relevant to post.</p> <p>Knowledge – Desirable</p> <p>Aqua – Fit Qualification or candidate must be willing to undertake training.</p> <p>Y.M.C.A Fitness leaders</p> <p>RLSS National Pool Lifeguard qualification</p> <p>Experience in teaching group fitness Classes</p>
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2	<p>Interpersonal Skills</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential to the post</p> <p>Supervisory/ administrative skills must be evident</p> <p>Excellent customer care and communication skills are essential</p>
3	<p>Mental Skills</p> <p>Must be highly motivated, with a commitment to tasks</p> <p>Ability to assess new situations, identify risks and react appropriately whilst lone working.</p>
4	<p>Physical Skills</p> <p>Dexterity to use cleaning equipment as required is essential</p>
D RESPONSIBILITIES	
1	<p>For supervision</p> <p>Ability to work effectively as part of a team.</p>
2	<p>For people</p> <p>An understanding of the responsibility for safeguarding and promoting the welfare of children is required</p> <p>Must be prepared to undertake safeguarding, disability, equality & diversity, Health & Safety plus all other relevant training.</p> <p>This position requires the postholder to undertake Personal Safety Training, which may be held on a Saturday.</p>
3	<p>For financial resources</p> <p>The role requires limited responsibility for financial resources.</p>
4	<p>For physical resources</p> <p>Must ensure that standards of cleaning are to a suitable standard for a leisure environment.</p> <p>Handling of computerised and manual information where care, security and confidentiality are important.</p>
E Work environment and demands	
1	<p>Work demands</p> <p>Willing to work hours on a rota basis including early/late and weekend shifts</p> <p>Hours of work are organized on a rota system</p> <p>Must be able to work at short notice</p>
2	<p>Physical Demands</p> <p>Capable of cleaning all areas of the complex and external perimeter area.</p> <p>Must be able to lift heavy goods/ equipment</p>



3	<p>Working conditions</p> <p>Exposure to clearing products</p> <p>Pool side/ fitness atmospheric conditions</p>
<p>F Other</p>	
1	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.</p>
2	<p>Equal opportunities</p> <p>The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>
3	<p>Health and safety</p> <p>The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>All employees have a duty to take reasonable care for their own health & safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> • Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided • Use equipment correctly at all times • Wear or use personal protective equipment provided • Report all unsafe acts, conditions, accidents or near misses • Suggest methods of eliminating hazards and reducing potential risks • Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence • Take part in risk assessments, workplace inspections, safety tours and audits when necessary • Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks
4	<p>Conduct</p> <p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure</p>



	<p>courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times</p>
5	<p>Information security & data protection</p> <p>Employees should ensure that confidential material including material about individuals is handled in accordance with the law.</p> <p>Employees are individually responsible for any information in their care whether computerised or manual.</p> <p>All Council policies on these issues should be adhered to.</p>
6	<p>Safeguarding</p> <p>Employees have a responsibility to safeguard and promote the well-being of all vulnerable adults, children and young people who participate in our services or whom they come into contact with through discharging various functions. This includes situations where the Council works directly with adult, service users who have care of children. Employees should be able to identify abuse or neglect and understand their responsibilities and what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.</p>
7	<p>Values</p> <p>We believe that everyone has a role to play in making our council successful. We expect everyone involved with Boston Borough Council to be:</p> <ul style="list-style-type: none"> • open and honest with people • enthusiastic, positive and proud about working for Boston Borough Council • patient with people and take time to understand their concerns • approachable and clear with people • open to new ideas and willing to learn • caring and to treat people with respect, consistency and fairness <p>focused on customers</p>

