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| **Broxbourne Borough Council**  |
| **job title:** Casual Active Herts Fitness Instructors | **Job Ref:** CAHFI |
| **Job Location:** Bishops’ College Churchgate Cheshunt Herts | **Hybrid:** No |
| **Department:** Place **Service Area:** Community Development – Active Herts |
| **Reports to: Andrew Rix – Get Active Specialist** |
| Active Herts Casual salary £25.00ph |
| **Grade: Casuals**  |
| **Alcohol restricted post: Yes** |
| **Car: Yes** |
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| **Values: (statement to be included about the values)**The Council has adopted the core values of Teamwork, Innovation, Effectiveness and Respect (TIER). The values and their underlying behaviours, demonstrate the Council’s commitment to providing excellent customer care, working in a joined up way, showing respect at all times and looking at innovative and forward thinking solutions. Our casual Active Herts fitness instructors will be working alongside the Get Active Specialist and other programme instructors to make sure all classes are taught, covered and delivered on time.All instructors who deliver the classes are to keep them fun and rewarding for all participants who take part. Adding new exercises and regressing certain ones can help add variety and keep the classes fresh and exciting. Instructors will be required to take registers and keep the classes on time for an effective delivery. All instructors will show the upmost respect for all genders, ages, abilities and ethnicities. |
| **Introduction**Want to be part of a well-established exercise programme taking place in the Borough of Broxbourne? Do you enjoy teaching fitness classes and helping people improve their physical and mental health through exercise? If the answer is yes, then why not consider becoming an instructor for the Active Herts programme.Active Herts is a unique exercise programme that has been running in the Borough for the last 9 years. We aim to support inactive residents who are at risk of a number of health conditions. We are looking to employ a number of new casual fitness instructors who can deliver various classes for the programme.**Job Outline**To deliver and teach a number of low impact exercise classes for the Council’s Active Herts programme. To support participants who are at risk of cardiovascular diseases and/or mild to moderate mental health conditions through suitable and tailored exercise. To support the Council’s Get Active Specialist in the delivery of classes during the morning, afternoon and evening where appropriate.**Essential Qualifications*** Level 2 Fitness Instructor
* Level 3 Personal Trainer
* Emergency First Aid at Work
* Adult Safeguarding

**Desirable Qualifications*** Level 3 GP Exercise on Referral
* Level 4 Obesity & Diabetes
* Level 4 Mental Health

**Experience**Experience of teaching group/circuit based exercise classes for clinically vulnerable individuals who are at risk of cardiovascular diseases and mental health conditions e.g. Type 2 diabetes, high blood pressure, high cholesterol, COPD, heart disease, anxiety and depression.We are looking for friendly, reliable fitness professionals who possess strong interpersonal skills to join our team. Instructors suitable for the role will be highly motivated, compassionate, caring, and empathetic, with good communication and decision making skills. Instructors suitable for the role will need experience of taking registers and collecting money. They will also need experience of adapting classes or sessions and tailoring them for the participant’s needs and ability levels.* Good communication skills
* Good time management skills
* Able to work as part of a team and independently
* Sound judgement and common sense
* Experience in complying with health and safety rules and regulations
* Experience of cash handling
* Capable of performing well under pressure
* Physically fit
* Understanding the issues of equal opportunities
* Full UK Driving licence
* Flexible working hours e.g. morning, afternoon and evening

**Salary**Active Herts Fitness Instructors £25.00 per hour (for qualified staff)**Duties**1. To deliver a number of weekly low impact exercise classes under the direction of Broxbourne Council’s Get Active Specialist.
2. To ensure all the Council’s policies and procedures are being adhered to.
3. Taking class payments e.g. Counting and collecting monies from class participants and ensuring the Get Active Specialist is aware of what has been taken.
4. To ensure health and safety legislation is adhered to and that participants are not exposed to the unacceptable risk of coming to serious harm.
5. To participate in any training the role requires. E.g. Shadowing certain classes, class set up and delivery
6. To ensure all class/fitness equipment is assembled correctly and safe to use for its purpose.
7. To travel to multiple venues across the Borough
8. To complete incident report forms if there has been an incident or emergency
9. To refer any safeguarding concerns to the Designated Adult Safeguarding Leads
10. To ensure the necessary class registers are completed and sent to the Get Active Specialist after each session
11. To communicate effectively with the Get Active Specialist
12. To undertake any other related duties and responsibilities as they arise e.g. weighing participants, completing pre-exercise medical health questionnaires and evaluation and monitoring questionnaires.
13. To communicate effectively with other Active Herts instructors and able to cover other classes when needed.

**Relationships****Accountable to:** Get Active Specialist / Community Development**Further Information**[www.activeherts.org.uk](http://www.activeherts.org.uk) |
| **Diversity, Equality and Inclusion (EDI)**All staff must comply with the Council’s Policy on Equal Opportunities and undertake training to ensure the fair and equal treatment of all Council staff and customers. |
| **Employment checks required for this post** The Council is required by the Home Office to carry out standard Right to Work checks for all employment under the Asylum and Immigration Act 1996. If you cannot produce Right to Work documentation or are unsure whether the documents you have provide the necessary proof please contact Human Resources prior to your interview. |
| **Employment of Ex-Offenders**Broxbourne Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We therefore welcome applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, people will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar any individual from employment. This will depend on the circumstances and background to the offence(s). The Council abides by the Code of Practice for Registered Persons and other recipients of Disclosure information, copies of, which are available on request. |
| **DISCLOSURE OF CRIMINAL RECORD** As this post has substantial access to children or vulnerable adults or is based at premises deemed to be a school premises or is subject to legal protection or administers justice it is a condition of any offer of employment that the council applies for and has received the outcome of the disclosure of any criminal record. As part of this process your will be required to provide documentation relating to your identity and also complete an application form. The outcome of the Disclosure of any criminal record must be received before potential candidates can start in post. There is a requirement that this will be repeated every three years after employment. |
| **SAFEGUARDING**All employees are responsible for ensuring the safety and welfare of children and vulnerable adults in the course of their daily duties. All staff are required to understand and adhere to the Council’s Safeguarding policies and procedures as they apply to their own role, to make referrals concerning child or vulnerable adult welfare to the Designated Child Safeguarding Officer, and to co-operate with other agencies around child protection investigations |
| **SPOKEN ENGLISH**For public-facing roles involving regular telephone and face-to face conversations with the public, the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential in this post |

***For specific requirements for the post please see the Person Specification.***

***If you have any query please contract Human Resources on (01992) 785509 or personnel@broxbourne.gov.uk***