Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Relief - Exercise Referral Professional

Post Number:

Service / Section: The Economic and Community Regeneration Service / Leisure

Grade: 4

Overall Job Purpose:

- The post holder will be responsible for delivering a local Exercise Referral Programme with an overall objective of contributing to a National Exercise Referral Scheme and improving the physical activity levels and health of the people in Anglesey
- The post holder will teach suitable exercise rehabilitation classes for participants with high risk chronic conditions (Cardiac Rehabilitation, Stroke Rehabilitation, Pulmonary Rehabilitation, Falls Prevention, Cancer, Obesity & Diabetes & Mental Health) within the leisure centre and other community based settings.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

- Working closely with the Exercise Referral Co-ordinator you will be required to, in your role of Exercise Referral Professional, educate encourage, support and signpost service users to the most appropriate form of physical activity to improve their physical and/or mental health.
- Working in partnership with other clinical health professionals, you will receive referrals from GP surgery's, Physiotherapy, as well as direct referrals from medical professions for Cardiac, Pulmonary, Cancer and Stroke rehabilitation.
- You will review personal activity programmes, give initial health assessments through one-to-one consultations, fitness inductions, teach classes, perform progress reviews and carry out formal pre/post assessments with customers who have been referred from their doctor or other health professional. The exercise referral scheme is about helping people who are most at risk to enjoy a more active lifestyle.
- To provide health screening consultations to better understand the clients' condition and pick up on possible co-pathologies.
- To deliver a range of high quality physical activity opportunities that are progressive and reflective of the needs of special populations in the local community.
- Adhere to strict data protection protocols e.g. patient's medical records.

- Implement advanced theoretical and practical knowledge gained through formal training courses, which will include practical case study work.

- Keep up to date and informed about current / commonly used medication and their implications to exercise.

- Identify significant changes in clinical condition and symptoms. This may include obtaining urgent medical attention in the event of sudden/acute problems including the performance of resuscitation procedures as required.

- Risk-assess patients when they attend if they are safe to exercise and are not suffering with any contraindications to exercise (e.g. blood pressure measured to check in safe range, diabetes; blood glucose levels discussed).

- To discuss with the patients the significance of reporting changes of symptoms for example increased breathlessness, chest pain or angina. Advise what action to take i.e. advise on the use of GTN sprays (Glyceryl trinitrate spray for treating angina) which includes patients who may have difficulties in understanding or communicating.

- To assist in evaluation by collection of accurate data and recording on web-based database using IT skills.

- Work alone in the community setting, assessing and managing risk. Use telephone support if required. Collecting and handling small amount of admission monies safe and secure and delivering them to the co-ordinator at the central office base to bank.

- Update training regularly and gain 20 ‘REPS’ points each year but attending courses and training days (Register of Exercise Professionals)

- To sign post clients to appropriate exist routes

- To support all other scheme staff and ensure that they are aware of their role in the scheme. To provide cover for other exercise referral professionals when necessary for classes or consultations.

- To help generate income for the leisure centres by encouraging clients who successfully complete the scheme to join the authority’s membership scheme

- To deliver education sessions on food, nutrition and healthy lifestyles (Foodwise) for patients.

- Liaise with other disciplines and agencies in order to ensure co-ordination of care

- Communicate effectively with medical, leisure and local authority colleagues to ensure delivery of a co-ordinated multi-disciplinary service.

- Develop knowledge by working with other health professionals and by working in a multi-disciplinary team.

- To attend regular team meetings.

- To undertake other reasonable duties as specified by their line manager.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:**	
1.1 **Essential**	
1.1.1 Level 3 advance gym instructor	**E**
1.1.2 Recognised level 3 Exercise Referral Qualification or working towards this	**E**
1.1.3 Update training by completing courses worth 20 CIMSPA point each year	**E**
1.1.4 Member of CIMSPA or willing to Join	**E**
1.2 **Desirable**	
1.2.1 Level 2 group work qualification (e.g. circuits/exercise to music)	**D**
1.2.2 Health & Fitness Related Degree	**D**
1.2.3 Recognised level 4 qualification or working towards one.	**D**
Any specific training required for the post including Certification: **1.3 Essential**	
1.3.1 First Aid	**E**
1.4 Desirable	
1.4.1 Walk Leader	**D**
1.4.2 Defibrillator Training	**D**
1.4.3 Motivational Interviewing Trained e.g. Brief Interventions or similar	**D**
Key Competence Requirements **Job related knowledge:**	

2.1 Essential 2.1.1 At least two experience working within a health and fitness environment and delivery of Health and Fitness services to the public and special populations. 2.1.2 If applicant is to work with level 4 conditions at least 2 years experience in an exercise referral scheme 2.1.3 Experience in providing fitness instruction and designing programmes for clients 2.1.4 The ability to communicate in the medium of Welsh 2.2 Desirable 2.2.1 Experience of working on an Exercise Referral Scheme or a Chronic condition rehabilitation scheme 2.2.2 Previous experience working in partnership with a health run scheme	**E** **E** **E** **D** **D**
Specific skills: 2.3 Essential 2.3.1 Confidence and competence in delivering exercise programmes/classes for special populations. 2.3.2 To be committed to customer care and to providing an efficient and effective quality service. 2.3.3 Possess good interpersonal, written and verbal communication skills with ability to talk to customers face to face, on the telephone and in writing. Awareness of data protection protocols 2.3.4 Possess ability to make decisions and diffuse difficult situations 2.3.5 Be able to work with own initiative and work in a team environment by developing effective and constructive working relationships to colleagues 2.3.6 IT literate-competent with Microsoft office, internet, and data monitoring systems	 **E** **E** **E** **E** **E** **E**

Position in the Organisation:	
Reports to:	**Exercise Referral Manager**
Staff Supervised:	**0**

Working Arrangements and Conditions:	
Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey
Contracted Hours:	Casual

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: May 2022

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision