x Proffil Swydd/Job Profile

Teitl y Swydd – Hyfforddwr Ffitrwydd

Post Title – Fitness Instructor

Adran	Yr Adran Cymunedau
Department	Education and Leisure

Is-Adran/Adain	Hamdden
Division/Section	Leisure

Gradd/Grade	D

Rhif y Swydd/Post Number	036187/036191/036192/036193

Paratowyd Gan/Prepared By	Gary Price S Petherick v2 nov 26

Dyddiad/Date	Tachwedd /November 2026

Main Purpose of Job

The Fitness Instructor will deliver high-quality fitness programs and classes that cater to the diverse needs of our members, ensuring a safe, engaging, and motivational environment. As a Fitness instructor you will be responsible for providing expert guidance on exercise techniques, creating personalised workout plans, and fostering a positive atmosphere that encourages members to achieve their fitness goals. The role involves promoting a healthy lifestyle, maintaining a high standard of customer service, and supporting the overall operations of the leisure centre by contributing to member retention, satisfaction, and engagement. The Fitness Instructor plays a key role in upholding safety protocols, maintaining equipment, and ensuring the facility is welcoming and inclusive for all users.

Prif Ddiben y Swydd

Byddwch yn gyfrifol am gefnogi rhedeg amgylchedd ymarfer corff o ddydd i ddydd at ddefnydd diogel cwsmeriaid, gan gynnal safonau glendid y cyfleuster a chefnogi cyflwyno rhaglenni ymarfer corff hwyliog a diogel i gael effaith gadarnhaol ar iechyd a ffitrwydd cwsmeriaid. Byddwch yn unigolyn brwdfrydig ac ysbrydoledig, gan ddarparu gwasanaeth cyfeillgar, proffesiynol a dwyieithog i wella llesiant pobl eraill drwy ysbrydoli ein poblogaeth i fod yn heini am oes.

Prif cyfrifoldebau

1.Gweithio fel tîm, i annog gweithgarwch corfforol a hamdden iach i gwsmeriaid newydd a phresennol trwy ddarparu sesiynau sefydlu mewn cyfleusterau, yn ogystal â rhaglenni ymarfer corff hwyliog, heriol a diogel.

2. **Gwella ein gwasanaethau** fel y gall cwsmeriaid o bob oed a gallu fwynhau'r manteision iechyd sy'n gysylltiedig â ffordd egnïol o fyw.

3. **Hyrwyddo ein gwasanaethau** trwy gynorthwyo i weithredu gweledigaeth yr Awdurdod o fod yn heini am oes trwy wybodaeth gadarn am wasanaethau Actif a chyfleu delwedd broffesiynol bob amser.

4. **Hyrwyddo gofal rhagorol i gwsmeriaid** trwy gynnal safonau eithriadol wrth ymgysylltu â chwsmeriaid a chofnodi rhyngweithiadau yn briodol. Hyrwyddo polisi iaith Gymraeg a gofal cwsmeriaid Sir Gaerfyrddin.

5. Cadw ein tîm a'n cwsmeriaid yn ddiogel drwy gydymffurfio â'n polisïau a'n gweithdrefnau, yn enwedig mewn perthynas ag iechyd a diogelwch, fel bod gennym amgylchedd glân, diogel ac effeithiol i'n tîm, ein cwsmeriaid a'n hymwelwyr.

6. **Parhau i ddysgu a datblygu** drwy ymgymryd ag unrhyw hyfforddiant a datblygiad priodol fel y nodwyd o arfarniadau sy'n berthnasol i'r rôl. Er mwyn eich galluogi i ddarparu rhaglenni ymarfer corff diogel, arloesol ac effeithiol i gwsmeriaid.

Yn gyfrifol am staff/offer

Dim

Yn atebol i

Rheolwyr Cynorthwyol / Cydgysylltwyr Gweithrediadau

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Cymhwyster Hyfforddwr Campfa Lefel 2

NPLQ (Gellir ei gael yn dilyn apwyntiad. Perthnasol i Ganolfan Hamdden Llanymddyfri yn unig)

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Mae ein gwerthoedd yn nodi'n glir beth sy'n bwysig i ni am sut rydyn ni'n gwneud ein gwaith.

Un Tîm
(Cyflawni) Datblygu a hyfforddi – Rydych yn rhannu eich gwybodaeth a'ch sgiliau.
(Cyflawni) Cydnabyddiaeth a chymorth – Rydych yn gweithio'n dda fel rhan o dim, gan ystyried eich llesiant eich hun ac eraill.
Choose an item.

Cwsmeriaid yn Gyntaf
(Cyflawni) Datblygu perthnasoedd – Rydych chi'n sefydlu cyd-barch ac ymddiriedaeth yn gyflym yn seiliedig ar onestrwydd a dibynadwyedd, gan feithrin perthynas hirhoedlog ag eraill.

Uniondeb
(Cyflawni) Gwneud penderfyniadau – Rydych chi'n deall pan fydd rhywbeth yn disgyn y tu allan i'ch rol a phryd i gyfeirio at eraill.
(Llunio) Cynhwysiant - Rydych chi'n trin pawb yn deg, gan ddangos parch a sensitifrwydd tuag at wahaniaethau a dewis ieithyddol (Cymraeg neu Saesneg). Rydych yn annog amrywiaeth, cynhwysiant a'r Gymraeg, gan hyrwyddo cyfraniad pobl a gwneud iddynt deimlo eu bod yn cael eu gwerthfawrogi.

Rhagoriaeth
(Cyflawni) Dadansoddi – Rydych yn ymdrin a phroblemau mewn modd cadarnhaol ac yn dod o hyd i ffyrdd o nodi atebion addas
(Cyflawni) Dysgu a Datblygu – Rydych chi'n chwilio am gyfleoedd dysgu newydd a ffyrdd newydd o ddatblygu eich hun a'ch sgiliau Cymraeg.

Cymryd Cyfrifoldeb
(Cyflawni) Gweithredu – Rydych yn hyderus yn defnyddio eich menter eich hun i ddatblygu gweithredoedd a hunan-gyfeirio eich gwaith.
(Cyflawni) Perfformiad – Rydych yn ystyried eich perfformiad eich hun yn onest, gan nodi beth y gellid ei ddatblygu neu ei wneud yn wahanol yn y dyfodol.

Gwrando
(Cyflawni) Deall eraill – Rydych yn gwrando er mwyn deall safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen.

Gwybodaeth

Dealltwriaeth gadarn o dechnegau ymarfer corff ac egwyddorion dysgu diogel ac effeithiol a gwybodaeth gadarn amdanynt Deall gweithdrefnau sgrinio cyn ymarfer Gwybodaeth ynghylch deddfwriaeth iechyd a diogelwch berthnasol
Profiad
Profiad o amgylchedd sy'n ymwneud yn uniongyrchol â chwsmeriaid. Profiad o lunio rhaglenni ymarfer corff perthnasol a rhoi hyfforddiant ynddynt
Rhinweddau personol
Sgiliau helaeth o ran ymwneud ag eraill Ymagwedd gadarnhaol a brwdfrydig o ran darparu gwasanaeth
Meino Prawf Dymunol
Cymhwyster o ran y Cynllun Cenedlaethol i Atgyfeirio Cleifion i wneud Ymarfer Corff Profiad o lunio a darparu rhaglenni ffitrwydd ar gyfer oedolion hŷn a chynlluniau atgyfeirio cleifion i wneud ymarfer corff Profiad o gynnal dosbarthiadau ymarfer corff ar gyfer grwpiau Hyfforddwr Ffitrwydd/Campfa Uwch Lefel 3

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 2**
Saesneg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Arall (nodwch)		

Sgiliau Digidol

Rydym yn defnyddio technoleg i wneud ein gwaith ychydig yn haws. Mae deall ein sgiliau digidol yn ein helpu i sicrhau y gallwch ddefnyddio ein technoleg a sut y gallwn eich helpu i ddatblygu ymhellach.

Ansicr ynghylch eich lefel? Gwirio fy lefel ddigidol

Sgiliau Cyfathrebu Digidol	**Canolradd**	Defnyddio pecynnau TG priodol i gyflwyno gwybodaeth i eraill, defnyddio taenlenni i ddadansoddi data.

		Defnyddio dulliau cydweithio digidol i gwrdd, cydweithio a rhannu â chydweithwyr. Defnyddio rhwydweithiau ar-lein proffesiynol. Defnyddio rhaglenni prosesu geiriau yn hyderus i greu dogfennau. Llwytho dogfennau Darperir cefnogaeth lawn.

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS** Adran B – y math o weithlu **Ddim yn berthnasol**

Y RHESWM

UNRHYW WYBODAETH ARALL
Bydd disgwyl i ddeiliad y swydd weithio y tu allan i oriau arferol swyddfa ac ar benwythnosau. Hefyd, yn achlysurol mae'n bosibl y bydd gofyn i ddeiliad y swydd gyflawni ei ddyletswyddau mewn Canolfannau Hamdden eraill yn y sir, yn dibynnu ar amgylchiadau'r gwasanaeth.

Key responsibilities
1. To work as a team encouraging physical activity and healthy recreation to new and existing customers through the delivery of facility inductions, as well as fun, challenging and safe exercise programmes. 2. To improve our services, so that customers of all ages and abilities can enjoy the health benefits of an active lifestyle. 3. To promote our services by assisting in implementing the Authority's vision of being active for life through a sound knowledge of Actif services and always portraying a professional image. 4. To promote excellent customer care by maintaining exceptional standards when engaging with customers and recording interactions appropriately. Promoting Carmarthenshire's Welsh language and customer care policy. **5.** To keep our team and our customers safe by adhering to our policies and procedures, especially health & safety ensuring that standards of cleanliness are managed and maintained daily so that we have a clean, safe, and effective environment for our team, our customers, and our visitors. 6. To keep learning and developing by undertaking any appropriate training and development as identified from appraisals, industry trends that are relevant to the role.
Responsible for staff/equipment
None
Reporting to
Assistant Managers / Fitness Coordinators / Operations Co-ordinators

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Level 2 Gym Instructor qualification
NPLQ (Can be obtained following appointment applicable Llandovery Leisure Centre only)

Competencies

Our values make clear what matter to us, about how we do our work.

One Team
(Delivers) Development & coaching - You share your knowledge and skills.

(Delivers) Recognition & support - You work well as part of a team, considering your own and others wellbeing.

Customers First
(Delivers) Developing relationships - You quickly establish mutual respect and trust based on honesty and reliability, building long lasting relationships with others.

Integrity
(Delivers) Decision making - You understand when something falls outside of your role and when to refer to others.
(Shapes) Inclusion - You treat everyone fairly, showing respect and sensitivity towards differences and language preference (Welsh or English). You encourage diversity, inclusion and Welsh language, promoting people's contribution, making them feel valued

Excellence
(Delivers) Analysing - You take a positive approach to deal with problems and find ways to identify suitable solutions
(Delivers) Learning & development - You seek out new learning and look for new ways to develop yourself and your Welsh language skills

Take Responsibility
(Delivers) Takes action - You are confident using your own initiative to develop actions and self-direct your work.
(Delivers) Performance - You reflect honestly on your own performance, identifying what could be developed or done differently in the future.

Listening
(Delivers) Understanding others - You listen to understand alternative viewpoints and needs, responding sensitively and checking understanding where necessary

Job related skills

Ability to design, plan, and deliver a variety of fitness programs and classes (e.g. aerobic, strength training, circuit training, spinning, H.I.T. Personal Training) to suit different fitness levels and goals.

Strong customer service skills to engage, motivate, and inspire members to achieve their fitness goals while building a rapport with members, listening to their needs, and providing professional advice and encouragement.

Skills in providing one-on-one coaching, offering advice on lifestyle changes, and encouraging positive behaviour.

Skills in conducting safety checks, risk assessments, and ensuring compliance with health and safety standards.

Ability to respond to emergencies, administer first aid if needed, and follow established emergency procedures.

Ability to promote fitness programs, classes, and membership options to potential and current members.

Competence in contributing to member retention strategies by providing excellent service and building strong member relationships.

Multi-Skilled, various disciplines within the facility as and when required e.g. Reception, Play and Dryside.

Experience

Experience of a customer facing environment, preferably in a Leisure complex

Experience of devising and instruction of relevant exercise programmes

Knowledge

Knowledge of exercise science, anatomy, and physiology to ensure effective and safe exercise techniques.

Understanding of pre-exercise screening procedures

Knowledge of applicable Health & Safety legislation

Desirable Criteria

Exercise Referral Qualification

Experience of devising and implementing fitness programmes for exercise referral and older adult populations

Level 3 Advanced Gym/Fitness Instructor

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 2**
English	**Spoken Level 3**	**Written level 3**
Other (please State)		

Digital Skills

We use technology to make our work a little easier. Understanding our digital skills helps us to ensure that you can use our technology and how we can help you to develop further.

Unsure what level you are? Check my digital level

Digital Communication Skills	**Intermediate**	Use appropriate IT packages to present information to others, use spreadsheets to analyse data. Use digital collaboration tools to meet with, share and collaborate with colleagues. Use professional online networks. Confidently use word processing applications to create documents. Upload documents Full support will be provided.

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **No DBS check required**

Section B – workforce type **Not Applicable**

JUSTIFICATION

ANY OTHER INFORMATION
The post holder will be expected to work outside of normal office hours and during weekends. There may also be occasion for the post holder to undertake their duties at other Leisure Centres within the County dependant on circumstances within the service.