

Grading

Job Description and Employee Specification

<u>Job title:</u> Group Fitness Coach	<u>Service area:</u> Communities
<u>Post number:</u>	<u>Division:</u> Community Transformation
<u>Grade:</u> 7	<u>Section/team:</u> Active Lifestyles
<u>Overall purpose of job:</u> The group fitness coach will be responsible for delivering safe and effective sessions to the customers within NL Active.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Deliver a fitness session to a number of participants or deliver a personal training session to an individual, within the designated areas of the facility. 2. To plan and prepare structured fitness session appropriate to the agreed class format or plan and prepare structured, progressive fitness session appropriate to the individual fitness levels and needs of the customer. 3. To maintain and update qualifications as required by governing bodies/ training provider and ensure continuous professional development (CPD). 4. Instruct the session in a manner that is safe and effective for the target group or individual. 5. Adjust and offer alternative exercises depending on the participant's fitness levels and ability. 6. Keep up to date with the latest techniques and trends within the fitness industry. 7. Conduct pre-class medical screening of new and existing customers, advising them according to their fitness levels. 8. Teach the class using appropriate music where required, in line with PPL/ PRS legislation.	

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Knowledge, Skills and Experience:

To deliver group fitness classes a minimum Level 2 Fitness Qualification, plus any additional qualifications in specified area of instruction. For example, Aqua, Boxercise, Les Mills, Spinning.

Or

To deliver Personal Training sessions a minimum level 3 gym/ personal training Qualification.

Skills and Knowledge:

- Knowledge of the latest trends and training techniques within the fitness industry.
- Possess excellent customer care skills.
- Experience of delivering group fitness classes or Personal Training sessions
- Possess excellent verbal and non-verbal communication skills.
- Possess and organised and flexible attitude to work
- Knowledge of awareness and safeguarding issues
- Knowledge of health and safety practices within a working environment
- Ability to work flexible hour which may include evening and weekend working
- Ability to transport yourself around the area to work at other venues
- Experience of commitment to CPD

Creativity and innovation:

- Design innovative fitness programmes or choreographed routines based on the customers' needs.
- Change routines regularly, ensuring that they are enjoyable and progressive for the individual/group.
- Research the latest trends and techniques and incorporate them into programme design.
- Adapt programmes quickly to suit the needs of the customer.
- Be innovative in the approach to promoting and selling the services.
- Make dynamic risk assessments for the customer/s.

Contacts and relationships:

- Liaise with customers to promote services on a daily basis.
- Daily contact with Managers and the front of house team in operational matters.
- Maintain a professional relationship with customers.
- Contact with training providers and professional bodies to update skills as and when required.
- Contact with the participants for assessing level of ability and pre-class medical screening when required.

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Decision making:

- Make informed decisions to decide on the most suitable exercises for the participant based on their needs.
- Assess risks within the session and make decisions to ensure the safety and welfare of the customer/s.
- Make decisions on admittance of participant to the session, for example if a customer is late.

Responsibility for resources:

Financial resources:

None

Physical resources:

Responsible for the proper use and safeguarding of teaching aids and associated equipment. Reporting of broken/damaged/faulty equipment to the site's duty manager.

WORK ENVIRONMENT

Work demands:

- Required to work the times demanded by the customers, including evening and weekend working.
- Customers or issues relating to participants, for example injuries may interrupt a session.

Physical demands:

- Required to move weights and class equipment.

Working conditions:

- Working within various locations for example gym, studios, sports hall etc.
- Studios and the gym maybe air-condition.

Work context:

- Potential conflict with disgruntled customers.

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Position in organisation:

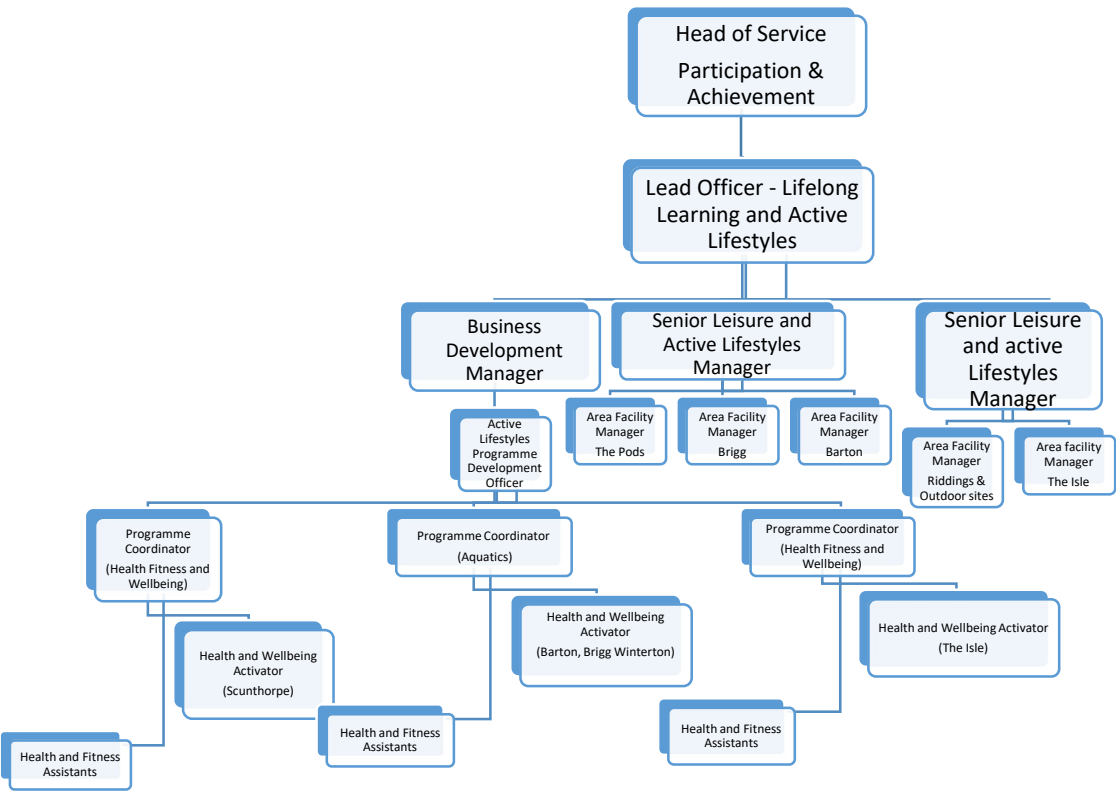
Indicate how many staff the post is directly accountable for: 0

Are posts in more than one location? Yes No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes No

Please indicate which post(s)



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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience of coaching/sports leadership. • Excellent communication skills.	
Knowledge, Skills and Experience	Interview
• Knowledge of the latest trends and training techniques within the fitness industry. • Possess excellent customer care skills. • Possess excellent verbal and non-verbal communication skills. • Possess and organised and flexible attitude to work • Knowledge of awareness and safeguarding issues • Knowledge of health and safety practices within a working environment • Ability to work flexible hour which may include evening and weekend working • Ability to transport yourself around the area to work at other venues • Experience of commitment to CPD	
Education, Training and Qualifications	Original documents
• A minimum Level 2 fitness qualification in a discipline such as exercise to music, Les Mills, group cycling etc.	
Working Arrangements	Interview
• Able to travel to various leisure centres within North Lincolnshire.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience working in community/leisure centres. • Experience in delivering a range of group fitness classes	
Knowledge, Skills and Experience	Interview
• Knowledge of health and safety practices within a working environment. • Customer care skills • Knowledge of latest trends and training techniques within the fitness industry • Experience of delivering group fitness classes or Personal Training sessions	
Education, Training and Qualifications	Original documents
• Level 3 Personal Training qualification	

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- Have additional qualifications in specific areas of group fitness such as kettlebells, aquacise, group cycling.

Working Arrangements

Interview

- Flexible in working patterns.

THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒

No ☐

Political restriction

Yes ☐

No ☒

The ability to speak fluent English under the Immigration Act 2016

Yes ☒

No ☐

• Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021