**Vision Statements**

***“To Make Neath Port Talbot the Most Active Borough in Wales”***

**Job Description**

**Job Title: Fitness Instructor**

**Reporting to: Studio Coordinator**

**Salary: £22.50 per hour**

**Background**

Celtic Leisure (CL) was the first Industrial and Provident Society (IPS) established in Wales to manage leisure facilities. Launched in April 2003, it operates facilities on behalf of Neath Port Talbot County Borough Council, trading on a non-distributing profit basis. CL currently manages nine leisure sites including four swimming pools and the spectacular Gwyn Hall arts and cultural facility in Neath. CL is committed and driven to develop new opportunities for customers to participate in the latest forms of physical activity.

**Overview**

Instructors will deliver their specialism (s) to participants of all ages, abilities and genders, taking responsibility for choreography, delivery and development of members. They will be fanatical about exceeding customer expectations, show commitment to developing Celtic Leisure’s fitness programme and be passionate about the leisure industry.

**Deliver teaching sessions to members of different ages**

1. Prepare sessions to ensure an exciting variety of tuition.
2. Develop members fitness techniques where necessary.
3. Provide interpretation and presentation skills.
4. To instruct and undertake other duties as required.

**Offer knowledge and advice in own expertise to members**

1. Coach members in improving technique.
2. Give advice on: physical / spatial awareness.
3. Knowledge of theory and terminology.
4. Work with other staff to coordinate classes in terms of presentation, administrative / operational productions.
5. Coordinate members during events/classes.

**Operations**

1. To demonstrate a positive public image by maintaining a high standard of personal appearance.
2. To assist in the promotion and marketing of the programme.
3. To administer first aid as required and complete relevant documentation and undertake first aid training as required.
4. To ensure compliance with the Health and Safety at Work Act.
5. To undertake such other duties which may be reasonably expected of the post holder, commensurate with the salary grade of the post and which are within his/her capabilities.
6. Understanding safeguarding relevant to role.

**Person Specification**

**Work Experience**

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| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Qualifications/ fitness experience  | Essential | Application/Interview |
| Strong ability to choreograph and teach within your styles | Essential | Application/Interview |
| Understanding of the provision, National Governing Bodies and recognised qualifications | Desirable | Application/Interview |

**Skills/Abilities**

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| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Excellent communication skills | Essential | Application/Interview |
| Organisation skills and self/ time management skills | Essential | Application/Interview |
| To be resourceful and adaptable, and the ability to solve problems | Essential | Application/Interview |
| Enthusiasm, passion, patience, self discipline | Essential | Application/Interview |
| Excellent interpersonal skills, demonstrating an ability to be diplomatic, tactful and consistent in dealing with others | Essential | Application/Interview |

**Education and Training**

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| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Must be qualified in the discipline in which they are applying to teach and hold a valid Fitness teaching qualification from a recognised body  | Essential | Application/Interview |
| Minimum of a level 2 NVQ/CYQ qualification in Exercise to Music or Gym Instructor or both | Essential | Application/Interview |
| Additional qualifications are bolted on top of the level 2 NVQ i.e. Indoor Cycling, Circuits etc | Essential | Application/Interview |

**Other Requirements**

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| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Ability to work flexibly and to attend work including evenings and weekends where appropriate to do so | Essential | Interview |
| Have access to suitable transport in order to visit other sites | Essential | Application/Interview |
| Demonstrate awareness of equality issues in the workplace | Essential | Application/Interview |
| Experience of delivering provision to a range of age groups and abilities | Desirable | Interview |