**Post Specification**

**PG**

**5745**

**Fitness Instructor**

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| **Date** | **Feb 2025** |
| **Post Title** | Fitness Instructor (Associate Trainer) |
| **Job Family Role Profile** | **PCD**  |
| **Final Grade** | **5** |

**To be read in conjunction with the job family role profile**

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| **Service Area** |
| Fitness and Wellbeing dept. |
| **Purpose of this post**  |
| * To support with the delivery of the Service’s annual fitness and wellbeing testing, in line with the People Plan and the Fitness Policy.
* To support the fitness levels of the service, through training plans and the delivery of service and national campaigns
* To capture Wellbeing information from operational staff and signpost where suitable.
* To undertake a range of fitness assessments in support of the operational delivery of the Service
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| **Key job specific accountabilities** |
| * To work as part of the Fitness and Wellbeing dept., delivering effective and supportive fitness and wellbeing assessments, ensuring service compliance and safe operational delivery.
* Where required, work with stations/depts. ahead of annual fitness assessments, encouraging engagement with the process and planning training with those who require it. This may be either on an individual or group basis.
* Undertake annual fitness and wellbeing assessments throughout the year, in a professional, confidential, and engaging way. This includes offering and understanding several fitness tests, as well as knowledge of Service wellbeing resources.
* Maintain knowledge of Blood Pressure Monitoring, with the ability to identify any health issues and refer employees as per the Fitness Process.
* To offer and undertake Body Composition Analysis, fitness advice, and nutritional guidance where requested.
* Attend, where possible, resourcing engagement events, interacting with potential operational candidates and offering fitness advice.
* Attend, where possible, Operational recruitment Practical Selection Days, supporting with the assessing of Fitness testing and Hand Grip Testing.
* Understanding of relevant Risk Assessments and be able to implement as required.
* To ensure gym equipment and facilities used for fitness are safe, have been correctly maintained, are properly stored and safely used.
* Maintain secure and accurate records of Service staff fitness and wellbeing assessments.
* Take responsibility for effective performance, attending training as required to maintain skill levels.
* Adhere to service policies and procedures, as relevant.
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| **Key facts and figures of the post** |
| **Budget Responsibilities** | * None directly
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| **Staff Management Responsibilities** | * None directly
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| **Other** | * Equipment – assessment equipment including gas analysis machinery
* Information – employee personal information
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| PE/Sports Science/Fitness related training or demonstrable experience.Personal Training Qualification or equivalent experience. Desirable – Mental Health and Wellbeing qualification, training, or equivalent experience. Willingness to undertake training as requiredKnowledge of exercise physiology, fitness training/testing and how they are appliedKnowledge and awareness of risk assessments Knowledge and awareness of Health and Safety legislationPrevious experience of working in a physical training environment Experience of one to one and group working/coaching Assisting in the design and delivery of fitness events/instructionsGood working knowledge and use of commonly used ICT applications e.g. MS Office, ExcelExperience Providing fitness related advice and guidanceA flexible approach to workPlanning and organising own workload and meeting deadlines Ability to act on own initiative with minimal supervision Good communication skills both verbal and writtenOrganisational skills and a methodical approach to workThe ability to work in a confidential manner |
| **Disclosure and Barring Service – DBS Checks** |
| * Standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * minimal demand on a regular basis
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| **Physical Demands** | * periodically considerable
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| **Working Conditions** | * minimal impact
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| Other Factors |
| * The ability to work evening and weekends as required
* Ability to travel and a willingness to work at all locations across the Service
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