



**DIRECTORATE OF LIFELONG LEARNING AND LEISURE/  
CYFARWYDDIAETH DYSGU GYDOL OES A HAMDDEN**

**Casual Fitness Instructor - LFSI 04CH/LFSI 04M/LFSI 04A/LFSI 04C**

Salary: SCP 17-21  
£17,372 – £19,742 pro rata per annum

Hourly rates £9.00 - £10.23

Based at Abergavenny/Caldicot/Chepstow/Monmouth Leisure Centres

Monmouthshire County Council runs popular and successful Health & Fitness Suites at their four Leisure Centres in Abergavenny, Caldicot, Chepstow and Monmouth.

We are looking for Register of Exercise Professionals (REPS) at level 2 or above to complement our existing fitness team.

Customer service skills are essential and you must have an enthusiastic and adaptable approach to work.

The Fitness Suites have state of the art Technogym equipment which integrates with the mywellness® Cloud. This is a new online platform that creates an engaging wellness ecosystem for members both in the gym, at home or from anywhere else in the world.

Working both on your own and as part of a team you will be involved in all aspects of fitness operations, including inducting new members, managing members fitness programmes, retention, delivering fitness classes as required, marketing and delivering promotions. We encourage individuals to apply who can demonstrate experience of working in a health and fitness environment and delivery of health and fitness services to the public.

**Casual Fitness class Instructors –**

**Grade: SCP 17 - 21**

**Hourly rate:**

**£9.00 - £10.23 REPs Level 2 (plus paid annual leave)**

**£15.00 – £16.23 REPs Level 3 (plus paid annual leave)**

Based on all four sites

We are looking for a range of class instructors to help cover our class timetable for holidays and sickness. Classes include Exercise to Music, Aqua, Aqua running, circuits, group cycling, Yoga, Pilates, Kickboxing, Tai Chi, Body Pump, Step, Zumba and Kettlebells.

We also require Reps Level 3 instructors who can help support our Fit 4 Life classes. These are exit routes for our very successful exercise referral scheme and are a low intensity circuit based class. Having an Exercise Referral qualification or currently working towards this qualification would be advantageous.

Appointment to these posts are exempt from the Rehabilitation of Offenders Act and are subject to an enhanced disclosure check.

For an informal discussion about the posts please contact Paul Mansell on 07881 837801

An application form and job description can be obtained from: Employee Services, Monmouthshire County Council, PO Box 106, Caldicot NP26 9AN. Tel: 01633 644400, email: [employeeservices@monmouthshire.gov.uk](mailto:employeeservices@monmouthshire.gov.uk)

**Closing Date: 12 noon 23<sup>rd</sup> January 2015**

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. *Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau wrth bob rhan o'r gymuned.*

Vacancies are available on our website [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

# Job Description

Post:	<b>Fitness Instructor</b>
Post ID:	<b>LFSI 04A, LFSI 04C, LFSI 04CH, LFSI04M</b>
Directorate:	<b>Enterprise</b>
Division:	<b>Tourism Leisure and Culture</b>
Section:	<b>Leisure Services</b>
Grade:	<b>SCP 17-21 £17,372 – £19,742 pro rata per annum</b>
Hours:	<b>Casual</b>
Location:	<b>All four Leisure Centres</b>
Responsible to:	<b>Assistant Manager - Fitness</b>
Responsible for:	<b>No staff</b>

## Main Purpose of Post

- To support the Assistant Manager - Fitness, and the Leisure Manager (Health, Fitness & Business Development) in the effective delivery and operation of fitness activities organised at the centres and in the local community.
- To develop fitness service delivery in accordance with the Council's aims and objectives and the Leisure Manager's business plan and financial objectives as set by the Leisure Centres Management Team.

## Key Duties and Responsibilities

1. To implement the agreed Wellness journey for the fitness suite.
2. To aid the assistant manager fitness to ensure appropriate and effective cover in the fitness suite at all times.
3. To fulfil all administration processes regarding membership completion, ensuring details are completed fully in a timely and accurate manner and liaising with the relevant supporting teams.
4. To maximise the income, use and potential of the fitness suite and related fitness activities at the centre through the fitness suite systems and procedures; effective marketing; the use of ICT and generating reports from the Technogym Wellness and Clarity Leisure Systems.
5. To assist in planning staff rotas and prioritise workloads by using the Technogym Mywellness platform and be responsible for the sites inductions, consultations, and fitness assessments,
6. To deliver fitness instruction to both children, adults and specialist populations. through group classes as per FIT class programme.

7. To contribute to the wellbeing of all centre users by practising a high standard of customer care, including offering advice about all aspects of the fitness suite's provision and to deal with customer enquiries and complaints.
8. To complete the maintenance and cleaning programme implemented by the Assistant Manager - Fitness and to assist in the maintenance of the facility and equipment to the highest standards, where necessary reporting any faults in line with the servicing contract.
9. To work with and facilitate school curriculum-based activities/sessions.
10. To ensure appropriate and continuous observance of Health & Safety requirements is attained through the quality of induction, monitoring and review, whilst taking into consideration the centres Normal Operating Procedures and Emergency Action Plans.
11. To attend fitness suite team meetings and undertake specific training to attain appropriate training and professional qualifications.
12. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.
13. To undertake any other duty as may be required by the Leisure Managers, commensurate with the level and the grade of this post.

### **Special Conditions**

- a. The hours of work will be casual therefore will be on an as needs basis. Hours of work may include weekdays, evenings, weekends, and Bank Holidays. At the discretion of the Leisure Manager (Health, Fitness & Business Development), these may alter to meet the changing demands of the service.
- b. The post holder will be required to wear a uniform provided by the Centre at all times whilst on duty.
- c. The post holder will be required to undertake an Enhanced Criminal Records Bureau Check.

# Person Specification

Post: **Fitness Instructor**  
Post ID: **LFSI 04A,LFSI 04C,LFSI 04CH, LFSI 04M**  
Directorate: **Enterprise**  
Division: **Tourism Leisure and Culture**  
Section: **Leisure Services**  
Grade: **SCP 17-21 £17,372 – £19,742 pro rata per annum**  
Hours: **Casual**  
Location: **All four Leisure Centres**  
Responsible to: **Assistant Manager - Fitness**  
Responsible for: **No staff**

- 1. Experience & Development (A/ I/ R)**
  - a. At least one year's experience within a fitness suite or similar environment.
  - b. At least one year's experience delivering fitness classes in a studio environment.
  - c. Ability to evidence working as a team, within a fitness suite or similar environment.
- 2. Education & Qualifications (A/ I/ R)**
  - a. Have appropriate fitness-related qualifications equivalent to NVQ\* Level 2 or above and Register of Exercise Professionals Level 2 (the post will be required to advance further on the REPs Register)
  - b. Have an appropriate First Aid Qualification.
  - c. Ability to demonstrate continual personal development.
- 3. Skills, Knowledge & Competencies (A/ I/ R)**
  - a. Ability to understand health and well being topics and be familiar with National and local key drivers regarding fitness delivery.
  - b. Ability to evidence knowledge of relevant ICT and computer based work. Ability to evidence knowledge of communication, through the use of e-mail and the Internet and a knowledge of health & safety working practices.
  - c. Ability to demonstrate experience of dealing effectively and efficiently with issues and enquiries and to provide excellent customer care.
- 4. Other (I/ R)**
  - a. Ability to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a leisure context.

**NOTES:** \*NVQ = National Vocational Qualification  
**A** = Application Form      **I** = Interview      **R** = Reference

