



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Fitness Instructor	Job Number:	11425
Department:	Education & Children's Services	Grade:	F
Location:	Western Isles	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Sports Facilities Services Manager.		

Job Purpose

To provide a variety of health and fitness activities and classes for adults and young people within a gym/leisure/pool setting at Ionad Spòrs Leòdhais; the post holder will also provide gym inductions for new and returning clients. Additionally, individually tailored Personal Training health and fitness sessions will be delivered for clients on a specific personalised basis. These are risk assessed and drawn up based on the professional knowledge and experience of the Fitness Instructor. The Fitness Instructor's level of training, experience and knowledge provides them with the necessary expertise and capability to plan and deliver safely such fitness classes and sessions for groups and individuals and specific targeted groups - for example to support the delivery of the national Child and Adult Healthy Weight standards, school pupils disengaged from PE etc.

Duties

1. Programming and planning of classes and group activities for health and fitness improvement and wellbeing.
2. Programming and planning for individuals for health and fitness improvement and wellbeing.
3. Lead active sessions through demonstration, which will require a high degree of physical coordination, fitness and precision/accuracy.
4. Retain written records of sessions prepared and delivered.
5. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or members of the public.
6. Ensuring action is taken to promote equal opportunities and diversity in the workplace.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of Health & Safety risks when working in health and fitness environments, including safe use and application of equipment. E2. Ability to identify good practice and promote the role of physical activity and sport as a contributor to wellbeing and to community development.	
Skills and Abilities	E3. Ability to establish and maintain good working relationships with internal colleagues. E4. Ability to work effectively with a wide range of different people at every level and in different organisations. E5. Produce documents accurately recording consultations, interpreting information and recording progress and achievements. E6. IT literacy. E7. Excellent interpersonal skills.	
Education and Experience	E8. Level 3 Fitness Instructor qualification, or equivalent minimum. Additional fitness related qualifications at Level 2 or above. E9. Experience in preparing programmes that will improve health and fitness outcomes of individuals, including those with complex conditions.	D1. First Aid Certificate.
Other Factors	E10. Ability to work as a team member. E11. Analytical and flexible approach to working.	D2. Ability to speak Gaelic. D3. Driving Licence.



