Aberdeenshire COUNCIL

Job Profile

December 2024

1. JOB IDENTITY

Post Title:	Senior Exercise Instructor	**Service:**	Education & Children's Services
Section:	Sport & Leisure	**Grade:**	Technician G
Reports to:	Community Leisure Officer / Duty Officer		

2. JOB PURPOSE

- Plan, develop and deliver a Health & Fitness programme to targeted groups at specific venues throughout Aberdeenshire and ensure the provision of safe and enjoyable delivery of service to all customers.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Design, plan and deliver quality Health & Fitness activities for target groups, taking into account individual and group coaching needs.
- Comply with Aberdeenshire's normal operating procedures for Health & Safety for the activity undertaken including equipment and the supervision of participants as part of your duty of care.
- Undertake all relevant administration for each programme or session.
- Maintain links with colleagues within the Sports and Physical Activity service, to ensure a co-ordinated service, assist with quality assurance systems, and help create links to participation opportunities within the community.
- Deliver Health Profile Assessments for target groups and individuals to a professional standard.
- Supervise Coaching Assistants and Exercise Instructors, and develop mentoring and development opportunities where appropriate.
- Responsibility for opening/closing one or more buildings with keys, checking windows, switching on alarm systems where applicable including monitoring of individuals and/or physical resources entering and leaving premises.

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:

- UK Coaching certificate level 2 or equivalent.
- Group exercise qualification.

Desirable:

- Personal training qualification.
- Sports Coaching qualification Level 2.
- Educated to a degree level in a relevant subject (Sports & Exercise Science).
- Customer care training.

5. EXPERIENCE

Essential:

- Proven experience in the health & wellbeing / leisure sector.
- Experience of organising coaching sessions and programmes.
- Experience working with the public.

Desirable:

- Experience working in sport & leisure within the public sector environment.
- Experience in a supervisory role.

6. KNOWLEDGE AND SKILLS

Essential:

- Excellent communication and customer care.
- Ability to demonstrate practical and theoretical knowledge within qualified field.
- Ability to work independently and as part of a team.
- Ability to prioritise workload
- Ability to use own initiative / problem solving
- Ability to travel to defined locations for activity delivery across Aberdeenshire.
- Excellent organisational skills.
- Ability to deal with confidential and sensitive issues.

Desirable:

- Knowledge of various Health & Safety aspects / risk assessment for activities.
- Analysing data information and producing reports
- Presentation skills
- Ability to develop systems and procedures
- IT literacy

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this post.
Politically Restricted	Not applicable to this post.

Agreed