



## Job Description

<b>Job Title:</b>	<b>Fitness Assistant</b>
<b>Post No:</b>	<b>TCT</b>
<b>Grade:</b>	<b>C</b>
<b>Location:</b>	<b>Leisure at Cheltenham</b>
<b>Responsible to:</b>	<b>Fitness Co-ordinator</b>
<b>Responsible for:</b>	<b>N/A</b>

### Part A: Job purpose

The post of Fitness Assistant reports to the Fitness Co-ordinator.

The post holder will support the Fitness Co-ordinator with the provision of a high level of service and instruction to customers in the health and fitness facilities at Leisure at Cheltenham.

This job description operates in conjunction with the council constitution including the scheme of delegations.

### Part B: Key result areas

#### 1. Own personal management and development

- a) To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) To ensure that the trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) To read and respond to corporate communications and information which is disseminated.
- d) To participate in the Trust's agreed performance appraisal system.

#### 2. Responsible for all physical resources and budgets allocated to the unit.

- a) no budget responsibility;
- b) To ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) To comply with standing orders, financial regulations and all other Trust policies and systems for ensuring financial probity.

#### 3. Professional / technical

- a) maintain personal professional/technical competence within the service area in part C;

#### **4. Other responsibilities**

- a) To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) to comply with all aspects of the corporate health, safety and welfare policy
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

#### **Part C - Specific Service Areas**

1. To keep in touch with current practice and trends with regards to health and fitness.
2. To work with TCT, other agencies and community and voluntary groups to develop services within corporate and community strategies under the general direction of the corporate policy manager.
3. To assist in the preparation and presentation of reports associated with own service area, as requested by the Fitness Co-ordinator.

#### **Part C - Main Duties and Responsibilities:**

To support the Fitness Co-ordinator in the provision of a high level of service and instruction to customers in the health and fitness facilities at Leisure at Cheltenham and Prince of Wales Stadium.

1. To welcome all users of the health and fitness facilities promoting a positive image of the facility and TCT by the provision of high quality customer service.
2. To complete cleaning and ensure that all periodic maintenance of the equipment is undertaken to manufacturer's instructions and appropriate records maintained.
3. To undertake induction programmes with all new customers to include safe and effective use of the fitness equipment, ensuring customers are fully competent in its use.
4. To complete weekly and daily checks according to Fitness NOP
5. To undertake the preparation of personal programmes to suit the customer's needs/requirements, ensuring that all programmes are constantly monitored and re-evaluated where appropriate.
6. To perform fitness assessments in accordance with the facilities operating procedures and guidelines.
7. To support the Group Exercise Timetable and teach up to 3 group exercise classes per week
8. Deliver regular gym floor small group sessions to meet business demands.
9. To assist with the implementation, operation and promotion of the Exercise Referral Scheme (Re-Active).
10. To ensure that the health and fitness facilities are maintained to a high standard of cleanliness, hygiene and safety at all times.
11. To ensure that accurate information and promotional displays are maintained in the health and fitness facilities.

12. Assist in the marketing and promoting of the facility.
13. Maintain adequate supervision of users to ensure their health, safety and welfare.
14. To attend relevant training courses as required by TCT to maintain the ability to carry out the duties of the role effectively.
15. To attend staff meetings as required.
16. To wear any uniform that TCT request.
17. To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner.

**Ability to work to and uphold The Cheltenham Trust Values:**

Trust Values

- Considered – each member of staff will consider the reputation of the trust and uphold a professional approach within this post
- Committed – each member of staff will be committed to the charitable objects of the trust and understand their role in achieve these objectives
- Collaborative – each member of staff will work with others across the trust and organisations outside the trust in a professional manner
- Creative – each member of staff will be creative in their approach to problem solving and developing new ways of working to enable the trust to realise its goals