

Department of Education Sport & Culture
Manx Sport & Recreation National Sports Centre
Job Description

Job Title: Fitness Zone Instructor

Responsible to: Senior Healthy 4 Life Officer, Duty Officer

Responsible for: All members of the public using Fitness Zone & other NSC Facilities

Salary: Skill Zone 1 / Pay Band 2 + 15% uplift for unsocial/weekend hours

Employment Group: Public Service Commission

Special conditions: A satisfactory Enhanced Police Check (DBS) is to be received prior to employment

Purpose of post

As a valued member of the Physical Activity and Wellbeing Team provide operational assistance and supervision to the general public to ensure the smooth, safe day-to-day running of the National Sports Centre Fitness Zone/Spa Suite:

Fitness Zone Specific Duties:

- Opening up and close down of the Fitness Zone and Spa Suite areas
- Supervising and implementing emergency procedures
- Checking building security and fire safety provision including fire exits and firefighting equipment
- Completing Daily cleaning tasks and deep cleaning schedule to a high standard
- Conducting daily gym inductions for new customers and exercise referral service users to ensure they are familiar with the use of equipment and the provision of the NSC Emergency Procedures
- Directing the activities of users to prevent injury, or misuse and damage to the facilities and/or equipment
- Group supervision of NSC, Disability and Healthy 4 Life Gym Drop-In sessions and other organised Physical Activity and Wellbeing sessions that take place in the Fitness Zone, including Activ8 and Activ4Health.
- Delivery of 1-1 gym sessions for Healthy 4 Life customers
- Guidance for customers including exercise programs, and safe exercise techniques
- Facility and equipment inspections and fault reporting
- Attend relevant fitness industry CPD training opportunities
- Undertake regular water testing throughout the shift in the spa suite, and ensure that results are recorded and procedures are followed accurately
- Maintaining an ongoing presence around all areas of the Fitness Zone ensuring all routes are clean and clear from congestion

- Reporting faults, broken equipment and removing from service where necessary ensuring the necessary action are taken
- If required, support Leisure Assistants in the Sports Halls and other dry side areas as directed by the Senior Leisure Assistant on duty

Other Duties & Responsibilities:

- Ensuring the safe provision of operation ensuring opening up, closing down and cleaning responsibilities are completed effectively
- Liaising with the NSC Duty Manager, Physical Activity Health and Wellbeing Manager, Senior Healthy 4 Life Officer, Duty Officer and Senior Leisure Assistants to ensure operational issues are dealt with efficiently and with minimal impact on customers
- Supporting and dealing with exercise referral service users, organising and taking an active role in the operation of the Physical Activity Health & Wellbeing programme
- Assisting in the preparation, organisation and supervision of sporting activities and events at the Centre
- Promoting and maintaining a high standard of service delivery and customer service
- Cleaning of the Fitness Zone and when required the wider NSC facility, its surrounds and equipment, ensuring that high standards of cleanliness, presentation and hygiene are in accordance with those expected by our customers. Completion of the daily schedule is required and any issues reported to the Duty Officer
- Comply with Health and Safety legislation and the Department's Health & Safety Policy and procedures at all times

Training:

- Additional mandatory training courses such as COSHH (Control of Substances Hazardous to Health), Manual Handling, Safeguarding & Protecting Children, Equality & Diversity must be attended as directed by the line manager
- It is a requirement for staff to renew and maintain all qualifications as appropriate during the tenure of their employment and failure to do so may lead to reversion to termination of employment
- Opportunities will be provided to attend fitness industry training + gain relevant CPD opportunities

General:

- Adhere to MSR Staff and safeguarding Code of Conduct when on shift at all times
- Maintain good working relations with colleagues
- Promote a quality service by working with agreed standards
- Dress and conduct must be of a standard which promotes the public's confidence in the ability of the individual and service as a whole
- In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the post holder will not consume alcoholic drinks or narcotic substances during the duration of the working day. The NSC is a non-smoking site and staff will be expected to adhere to this

Ancillary Duties:

- Storing, securing and recording deliveries and the issuing of stocks, in accordance with the financial regulations
- Providing operational cover for sta in other areas of the Centre, where competent
- Attending training and sta meetings as required
- To perform any other duties as reasonably required by the Centre management team, and undertaking work in other facilities operated by the Department

MSR Values & Behaviours:

- Adhere to' and 'promote to' other sta members, MSR's agreed Core Values and Behaviours
- Address any issues in relation to sta Values and Behaviours in order to maintain high standards at all times
- Prepare paperwork and attend quarterly values-based conversations with your line manager

Safeguarding Statement:

- Sta will have aligned to their role and responsibilities, regular unsupervised access to children, young people (under 18) and vulnerable adults
- The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all sta and volunteers to share this commitment
- All sta are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at sta meetings inset days etc., as appropriate
- All sta have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding O icer.
- Failing to follow the Safeguarding Children Board's Child Protection Procedures and Manx Sport and Recreation's Child Protection Code of Conduct could lead to disciplinary action being taken
- The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated O icer