



Health and Fitness Instructor
Sidmouth Leisure Centre
Ref: LEDhfi001

Leisure East Devon Ltd
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562500



Sidmouth Leisure Centre

Health and Fitness Instructor

Ref: LEDhfi001

£17,161 - £19,126 per annum

You will support the Manager in all aspects of the safe and efficient management of Sidmouth Leisure Centre including assisting in promoting the use of the Fit4 studio and exercise delivery.

You should hold a YMCA Gym Instructors Level 2 qualification or equivalent. Previous supervisory experience is an advantage.

This position will work 37 hours per week, including evenings and weekends.

Join our dedicated and professional team – we offer a range of benefits that include staff membership (Swim Gym).

For an application pack, please contact HR on 01395 562500 (office hours only), or apply online at www.ledleisure.co.uk

Closing date: Noon 03/09/10.

IPS Registered No. 30029R

INFORMATION LETTER

Leisure East Devon Ltd was established on 1st January 2006 as a charitable Industrial & Provident Society.

LED provides a range of diverse cultural, sporting and physical activities throughout the district in the sectors of indoor and outdoor sports, swimming, exercise and health, children's play schemes, educational Programmes, sporting and cultural events and the performing arts.

LED plans to further develop the scope and range of its services.

LED currently leases the following facilities from the district council:

- Axminster Leisure Centre
- Broadclyst Leisure Centre
- Colyton Leisure Centre
- Exmouth Swimming and Leisure Centre
- Honiton Swimming and Leisure Centre
- Ottery St Mary Leisure Centre
- Sidmouth Leisure Centre
- Sidmouth Swimming Pool
- Exmouth Tennis & Leisure
- Exmouth Pavilion

Our head office is based at Bicton College, East Budleigh.

Organisation

Leisure East Devon is managed by paid employees and volunteers.

Board	Voluntary Company Trustees drawn from the community, including two staff representatives and two representatives from East Devon District Council
Executive	Chief Executive, Head of Finance, Head of Business Development & Marketing, Head of Operations
Operations	Facility Managers, Facility Management Teams, Community Development Team

'LED is committed to equal opportunities in employment and service delivery. We are only interested in your ability to the job'.

Procedures have been established to monitor the implementation of equality measures and data provided by applicants (on the tear-off sheet of the Application Form) will be retained, on computer or other records, by Human Resources. The data will be used for the specific purpose for which it is collected. It is not referred to or used during any part of the selection process.

Applications

Any false statement as to qualification or made in connection with an appointment will disqualify the applicant from appointment and, in any instance where employment has commenced before the disqualification is known, services will be terminated.

General Advice to all Applicants

If you are appointed to the post and you are in receipt of Benefit such as Housing and/or Council Tax Benefit (from this or any other council), Tax Credits or any Benefit from the Department of Work and Pensions, it is your responsibility to inform all of the organisations involved that your circumstances have changed. Failure to do so could result in an overpayment of Benefit resulting in recovery action being taken and/or prosecution under the Social Security Administration (Fraud) Act 1997.

Medical Assessment

Appointment is subject to satisfactory medical assessment/examination by the Wellbeing@Work Occupational Health Service and the successful candidate will be sent a Health Questionnaire for completion and submission directly to them. It is confirmed that LED does not receive a copy of the completed Health Questionnaire and that the assessment relates (only) to employment in the particular post.

Employment of Ex-Offenders

Appointment to this **post is** subject to "Disclosure" - see attached Policy Statement.

Qualifications / Examination Certificates

Candidates called for interview should bring originals of all certificates to their interview.

Pension

Generally speaking, all employees who are employed for more than 3 months, over the age of 16 years are able to join the Company Pension Scheme. Details of which will be provided on appointment.

References

Appointment to this post will be subject to references being taken up. You will be required to supply the names and addresses of two people who are able to provide references relating to your experience and suitability for this post. One must be your present employer or most recent employer.

Completed Application Forms should be returned to H.R. Department, Leisure East Devon Ltd, Bicton College, East Budleigh, Budleigh Salterton EX9 7BY. On-line applications may be forwarded via the website. The closing date for this post is the 3rd September 2010 and acknowledgement of receipt will be sent to those applicants enclosing a stamped addressed envelope. Please Note: Curriculum Vitae may be enclosed but only in addition to an Application Form.

We would also advise that the Applications forms of unsuccessful applicants are retained for 6 months and that those of successful candidates are retained throughout the period of employment and for a reasonable time thereafter.

Thank you for responding to our advertisement. If you have any questions please email hr@ledleisure.co.uk

Leisure East Devon Ltd

JOB DESCRIPTION

Post title	Health and Fitness Instructor
Service	Leisure East Devon
Team	Sidmouth Leisure Centre
Grade	Scale 4 (All-inclusive salary)
Responsible to	Manager
Responsible for	Leisure Centre Assistants and other employees, including casual staff, as appropriate and commensurate with the grading of this post.

Special : DISCLOSURE applies

This post is exempt from the Rehabilitation of Offenders Act (ROA) (as amended) and appointment is subject to satisfactory outcome of Disclosure (check of all criminal records).

Job purpose

To support the Leisure Centre Manager in all aspects of the safe and efficient management of the Leisure Centre including assisting in promoting use of the center and developing skills of customers with particular relevance to the Health and Fitness Studio.

Key activities

1. Supervise and control the use of the facilities by organisations and individuals in the absence of the Manager.
2. Maximise effective use of the Health and Fitness Studio by:
 - a. individual fitness testing;
 - b. prescribing individual training programmes;
 - c. providing general tuition and updating work programmes as necessary;
 - d. promoting new schemes relating to broader aspects of health and fitness;
 - e. advising on such matters as sports injuries, healthy eating, etc;
 - f. taking responsibility for the GP referrals (PULSE) project on site.
3. Assist in the co-ordination of the Cardiac Rehabilitation Programme.

4. Assist in the preparation of coaching courses and holiday activities and to be involved in a coaching capacity as required.
5. Assist the Manager in the promotion of the facilities.
6. Assist with the maintenance of records of booking and cash receipts and banking.
7. Assist with the supervision of Leisure Centre Assistants.
8. Ensure that the use of the facilities complies with fire, health and safety regulations.
9. Be responsible for the maintenance of all equipment and to make sure it is kept in a safe and working order.
10. Be responsible for ensuring the premises are left at all times when not in use – subject to exceptions as may be agreed between Leisure East Devon Ltd and the Devon County Council (Education Department) in regard to use by later authority.
11. Assist in ensuring the security of all cash receipts.
12. Act in a similar capacity at other sports facilities as may be required.
13. **Support the Manager in managing the overall budget for the Leisure East Devon.**
14. **Contribute to reports for Trustees, Executive Management Team and partner working groups to consider on issues relating to the Leisure East Devon functions.**
15. **Support the Manager in performance management of the Leisure East Devon using service planning, annual appraisal and team meetings.**
16. **Support the Manager in making sure the Leisure East Devon offers a customer focused service and strives to be innovative in its search for continuous improvement.**
17. **Promote positive communication across the organisation, encourage constructive relationships and develop staff feedback methods.**
18. **Attend meetings as required (you will need to be flexible in working hours).**
19. **Comply with Leisure East Devon's Constitution and policies.**
20. **Perform any other relevant activities decided by the Sidmouth Leisure Centre Manager.**

All the Trust's staff have the activities highlighted in bold included in their job descriptions.

This job description was reviewed in August 2010 by Head of Operations.

* Special Conditions See overleaf.

SPECIAL CONDITIONS

Hours

The working arrangement, to be detailed by the Manager, is 37 hours per week including evening, public and extra holiday working as required.

Additional hours (over and above the average of 37 hours per week) may, from time to time be required due to operational requirements including special events, cover for colleagues absent on leave or due to sickness etc. You will normally be granted time off in lieu (TOIL) for such additional hours unless, because of operational needs, the Manager considers it appropriate to replace TOIL with overtime paid at the appropriate rate.

ALL-INCLUSIVE SALARY

The salary payable is all-inclusive e.g. inclusive of evening, weekend, shift and unsocial hours and public and extra statutory holiday working.

Whilst the grade and salary is inclusive, any work undertaken on public and extra statutory holidays will be paid at an enhanced rate (double plain time in total).

HEALTH AND FITNESS INSTRUCTOR PERSON SPECIFICATION

Job title: Health and Fitness Instructor

Grade: Scale 4 (All inclusive salary) £17,161 - £19,126

Service: Leisure East Devon Limited

Location: Sidmouth Leisure Centre

Category	Requirements	Essential (E) Desirable (D)	Method of Assessment (Application Form/Interview/ Psychometric Testing)
Education/Training	1. YMCA Gym Instructors Level 2 qualification or equivalent	E	Application Form
	2. Current First aid Certificate	E	Application Form
	3. Degree in Sports Science or similar	D	Application Form
	4. Leisure Management supervisory qualification	D	Application Form
	5. Coaching qualifications	D	Application Form
Experience	6. Experience with GP referral sessions / special medical in the fitness studio environment	E	Application Form / Interview
	7. Minimum 2 years experience within the leisure industry	D	Application Form / Interview
Knowledge	8. An understanding of current legislation within the leisure industry	E	Interview
Skills/Abilities	9. Ability to communicate clearly orally and in writing	E	Application Form / Interview
	10. Ability to remain calm in emergency	E	Interview

Category	Requirements	Essential (E) Desirable (D)	Method of Assessment (Application Form/Interview/ Psychometric Testing)
	situations 11. I.T skills 12. Leadership qualities 13. Able to work as part of a team	E D E	Application Form Interview Interview
Personal qualities and attributes	14. Interest in sport, health and exercise activity development 15. Flexibility for evening/weekend working 16. Friendly and outgoing personality 17. Discretion 18. Positive outlook	E E E E E	Interview Interview Interview Interview Interview
Other relevant factors	19. Willingness to work non-standard hours on occasions 20. Commitment to equal opportunities 21. Ability to work in a non-smoking environment	E E E	Interview Interview Interview

All Leisure East Devon's staff have the activities highlighted in bold included in their person specification.

Head of Operations reviewed this person specification in August 2010.

Policy statement on the employment of ex-offenders and procedures for the effective use of criminal records disclosures as part of the recruitment and selection process

Policy Statement

Leisure East Devon Ltd is working towards equality of opportunity and welcomes applications for employment from all candidates.

Information for employees and potential employees

1. We recognise that employing ex-offenders can help to prevent re-offending and we will observe guidance issued, or supported, by the Criminal Records Bureau (CRB).
2. We will co-operate with the CRB and enable them to undertake assurance checks and will report any suspected malpractice or suspected offences relating to the misuse of information.
3. Application forms will exclude questions about criminal offences.
4. Only candidates called for interview will be asked questions about their criminal records. The questions will include disclosure of spent convictions only when applying for a post which is *accepted* by the Rehabilitation of Offenders Act (as amended). Otherwise, you will be asked to declare unspent convictions only.
5. We will advise all applicants, in advance, if the post advertised is *excepted* from the Rehabilitation of Offenders Act (as amended) and will request a check (disclosure) of criminal records before an appointment is confirmed. The fee for the disclosure by the Criminal Records Bureau (CRB), Liverpool, will be paid by the Leisure East Devon Ltd.
6. Having a conviction will not necessarily bar you from employment with us as we will assess the relevance of any conviction to the particular post for which you apply. This assessment will include consideration of the nature of the work and the working environment.
7. Information on convictions will be kept strictly confidential and on a need-to-know basis.
8. Records showing details of convictions will be destroyed 6 months after they are used for decision-making purposes. The 6 month period is to allow time for any challenge.

Notes

“Rehabilitation periods”

The Rehabilitation of Offenders Act (ROA) (as amended) refers to periods of “rehabilitation” after which a sentence is considered “spent”. Rehabilitation periods vary according to the original sentence and age. For example, for a person aged 18 or over sentenced to imprisonment for a period of between 6 months and 2½ years the period to become “rehabilitated” is 10 years. The period for a person aged 17 or under, sentenced to the same period of imprisonment, is 5 years.

Suspended sentences (treated as having taken effect) are treated the same as for a custodial sentence.

“Spent convictions”

Once a conviction is “spent” the rehabilitated person normally does not have to reveal its existence in most circumstances and can answer “NO” to the question “Do you have a criminal record?”

“Exceptions”

Whilst the “spent” provision normally applies, there are certain occupations which are accepted (see below) including working in positions of trust with children and other vulnerable groups; the intention of which is to ensure that they are protected from those in positions over them. No exceptions apply to “unspent” convictions and candidates for all appointments can be asked to disclose such convictions.

“Unspent convictions” (no exceptions)

Unspent convictions are custodial sentences of more than 2½ years. They are also those sentences of less than 2½ years where the rehabilitation period has not yet expired.

“Disclosure”

Is a means of checking criminal records which is carried out by the Criminal Records Bureau (CRB), Liverpool. Any offer of appointment to an “excepted” post is subject to disclosure and satisfactory outcome of assessment.

Examples of the exceptions include those listed below but, in any event, we undertaken to advise all applicants (see also Job Description) when an advertised post is “accepted” and subject to “disclosure”.

Examples of excepted occupations include:

Any employment or other work which is concerned with the provision of care service to vulnerable adults and which is of such a kind to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults of such services in the course of his normal duties.

Employment concerned with the provision to persons under 18 of accommodation, care, leisure and recreational facilities, schooling, supervision or training.