

Job Description & Person Specification

Job title	Fitness and Wellbeing Coach (ref FWC002)
Reports to	Fitness and Wellbeing Lead / Duty / Leisure Manager
Location	Sidmouth Leisure Centre
Salary	£8.50 per hour
Hours	19 hours per week (Tues 09:30-17:00, Thurs 15:00-22:30 & Sat 08:30-17:00 every other)

About LED Community Leisure

LED Community Leisure is a registered charity and a community benefit society. With over 15,000 members across 16 sites, we offer a range of diverse cultural, sporting and physical activities throughout East Devon and South Somerset 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 Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd and was established to undertake trading on a commercial footing raising funds for the parent charity. The provision of catering, hospitality and events management is undertaken through LED's trading subsidiary LED Leisure Enterprises Ltd, including Ocean.

Our Vision & Values

Our Vision: To be the community leisure provider of choice

Our Values:

- Opportunities We will provide enjoyable, active, healthy & enriching opportunities that are inclusive to all members of our community.
- Our Customers We will work with our customers to continuously improve our service, facilities & activities.
- Our Team We will empower and invest in our team to meet customer and business needs.
- Sustainability We will work with all stakeholders to ensure business and environmental sustainability.

Job purpose

Support the Fitness and Wellbeing Lead in all aspects of the safe and efficient management of the Leisure Centre including assisting in promoting use of the centre and developing skills of customers with particular relevance to the Health and Fitness Studio.

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).

Key responsibilities

1. Maximize effective use of the Health and Fitness Studio and deliver the centers KPI's by:
 - Delivering the LED 3 steps process and Membership Journey processes;
 - Customer retention through TRP, Journey Trackers;
 - Individual fitness MOT;
 - Prescribing individual training programmes;
 - Providing instruction and updating workout programmes as necessary;
 - Researching and proposing new initiatives relating to health and fitness, and assisting with any subsequent implementation programme;

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- Advising on such matters as sports injuries, nutrition;
 - The health referral projects on site;
 - Pro Zone in-house instructor training programme
 - Drive Personal Training
2. Assist the Fitness and Wellbeing Lead in the promotion of the facilities.
 3. Ensure that the use of the facilities complies with fire, health and safety regulations.
 4. Be responsible for the maintenance of all equipment and to make sure it is kept in a safe and working order.
 5. Undertake training as appropriate to above.
 6. Teach additional exercises classes if available and appropriately qualified.

Essential Skills and Qualifications

- YMCA Gym Instructors/ Fitness Diploma or equivalent – level 2
- Interest in sport, health and exercise activity development
- Ability to communicate clearly orally and in writing
- Ability to remain calm in emergency situations
- Able to work as part of a team

Desirable Skills

- Current First Aid certificate
- Exercise to music qualification
- Coaching qualifications

All employees have the following activities included in their job descriptions;

- Support and promote LED's 'Vision and Values', leading by example.
- Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.
- Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.
- Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.
- Act as an ambassador for LED.
- Attend meetings as required during working hours, or with a minimum of 24 hours' notice for out of hour's meetings.
- Comply with LED's Constitution, policies and procedures.
- Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.