

# Job specification



**Job title:** Active Ageing/Long Term Conditions Specialist Instructor

**Service:** Leisure & Wellbeing

**Grade:** £20,823 - £22,838 (subject to job evaluation exercise)

**Reporting to:** Wellbeing Officer

## Your job

Be Well Wigan brings Wigan Council's Leisure and Wellbeing services together to build a borough where people are healthy, active and happy. The Be Well approach is person centred on providing our residents and communities with the opportunity and support to lead healthy lives, through an extensive and accessible health and wellbeing programme.

As a Be Well Specialist Instructor, you will work within various settings across the Borough delivering a range of leisure and wellbeing services. You will help coordinate operational delivery to groups and members of the public whilst engaging and developing positive working relationships with local community groups and key agencies to increase participation levels. You will be required to support high risk/complex clients and connecting them with suitable leisure and wellbeing and/or other activities in the community.

This role involves delivering physical activity opportunities for people with long term conditions and people who are at a risk of falls. Within this role you will be required to support people aged 16 plus, but predominantly adults in mid to later life. You will deliver group and 1-1 sessions including home exercise programmes and liaise with partners in Health and Social Care. You will also support other activities including weight management, walking, cycling, running, Back to Sport and activities for people with disabilities as required.

The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post. A full driving license and use of a vehicle is essential.

### Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an ongoing basis you will:

- Plan and deliver specialist sessions taking into account the age and ability of the service users, provide instruction to groups according to skills, experience and training.
- Assist and support participants long term ensuring suitable exit routes are identified.
- To deliver all sessions in accordance with health and safety operational procedures and risk assessments.
- Raise awareness of Leisure & Wellbeing products within the local community and networks.

- To organise talks, presentations and promotions to professionals, colleagues and customers.
- To assist in the development of monitoring and evaluation systems, and contribute to data collection.
- Collect and keep a record of activity session fees, where appropriate.
- Demonstrate flexibility to work across Be Well programmes and raise awareness of all Be Well products within the community.
- To transport and organise equipment to/from base as required.
- In keeping with the policies of Wigan Council provide a high level of quality and customer service.
- Recruit, support and line manage volunteers, fee earners and apprentices.
- Undertake continuing professional and personal development as considered appropriate.
- To undertake any other duties as requested by management that commensurate with the grade and title of the post.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### **In this job you will need**

You must be able to demonstrate the following essential requirements:-

- A recognised fitness qualification equivalent to NVQ level 2 or recognised NGB level 2 sports qualification.
- A GP Exercise Referral Qualification or Specialist Populations Qualification.
- A specialised exercise related qualification in at least one discipline: e.g. Postural Stability Instructor, Stroke, Otago, BACPR (or achieve within 6 months).
- GCSE's A-C in Maths & English or equivalent (desirable).
- A current first aid qualification.
- Experience of working with a variety of people, including those with complex health / medical requirements.
- Understanding of health conditions and the implications when delivering safe, effective and appropriate physical activity opportunities.
- Experience of delivering 1-1 and group sessions.
- The ability to plan work, manage own time and meet deadlines.
- The ability to use own initiative and work flexibly as part of a team.
- Effective inter-personal and organisational skills.
- Information technology skills.
- A full driving license and use of a vehicle is essential.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

**Be Kind...** be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough