

**ROLE DESCRIPTION**

**JOB TITLE:** Fitness and Health Coordinator

**REPORTS TO:** Healthy Living Centre Manager

**GRADE:** NJC Scale 6

**SALARY:** up to £24,174

**HOURS PER WEEK :** 37.5 hours

**JOB PURPOSE:** Senior staff member responsible for the day to day coordination and strategic development of Shaftesbury’s Fitness/Gym facilities, services and staff management. This will include delivery of the Medical referral programme (PARS), setting up and undertaking group and individual training sessions as well instructing classes, fitness initiatives and programmes.

**KEY ACCOUNTABILITIES:** The details below represent key result areas and will be subject to review and development.

**Programming / Operational**

* Manage the operation of Shaftesbury Fitness / Gym facility including PARS, maximising the effectiveness of all available resources**.**
* Design and promote activities to meet customer demand and generate revenue as part of LORAG’s social economy model.
* Advertise and promote LORAG Fitness Gym Facility to increase centre usage.
* Maintain high levels of customer care, prioritising activities and user groups as part of LORAG’s ‘community led’ approach to health improvement.
* Produce information to enable completion of monitoring reports for relevant agencies and any detailed reports as requested by LORAG board.
* Manage gym staff rotas, training and supervision of staff.
* Handle complaints and incidents in accordance with LORAG’s policies and procedures.
* Use advanced management information (e.g. footfall, popularity of classes by hour) to improve provision and timetables and cope with fluctuations in demand.
* Oversee facility user, referral and membership systems in line with Shaftesbury protocols.
* To coordinate all staff administration and human resources for Fitness and Gym staff.
* Act as first point of contact for Fitness, Gym delivery and PARS.
* Ensure positive communication throughout the facility and within the various Centre users and staff teams
* Support and work closely with the Healthy Living Centre Manager in relation to wider Centre Health programmes and activities
* Oversee that all targets are achieved in line with Fitness, Health, PARS and Gym related programmes
* Ensure that all Health, Fitness and Gym equipment used in the Centre is maintained and serviced to the correct standards.
* Pre Screen referred patients in line with PARS protocols.
* Maintain a central referral database for all PARS patients
* Carry out health and lifestyle assessments with referral patients and develop safe and appropriate programmes of physical activity / exercise.
* Develop and deliver group activity sessions or one-to-one sessions where appropriate.
* Monitor all sessions delivered within the scheme in line with the schemes protocols.
* To provide individuals with a client centred service which is evidence-based, relevant and culturally sensitive information regarding a healthy lifestyle.
* Attend meetings as required.

**Development / Direction**

* Assist with the development of programmes and schemes that address physical inactivity.
* Be aware of other strategic health bodies, partnerships and networks both locally and regionally, and represent the interests of Shaftesbury Healthy Living Centre at any meetings, media and public events.
* To guide, train and motivate people, managing their performance and delivering a culture of development and progression.
* To work effectively with people, developing productive relationships with colleagues and stakeholders.
* To ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

**Professional / People Accountabilities**

* Ensure compliance with all health and safety at work legislation
* Ensure all necessary qualifications for Health and Fitness staff are updated and remain in line with best practice.
  + Ensure continuous professional development
* Provide cover for other members of the Gym team as required.

**Budgets / Finances**

* Responsibility for managing allocated budgets as determined within the project.

**General**

* To be flexible to the needs of the Gym/fitness facilities, PARS and LORAG.
* To carry out duties with due regard for Health and Safety Requirements and regulations, Equal Opportunities Policies and Customer Care standards.
* Carry out all duties commensurate with the post’s level of responsibility as required.
* Keep up to date with developments in Health Living and the Leisure Industry in general.
* The post holder will be based in Shaftesbury Recreation Centre.
* The post holder will have access to confidential information. The post holder must not at any time use the personal data held by the PARS for any purpose other than that which it was intended under the terms of the scheme or disclose any such data to a third party.

*As this is a new post this Job Description should be regarded as a draft and may be subject to review, this may lead to possible changes to the focus / emphasis of the job in the future. If this occurs any changes would be discussed with the post holder.*