

Job Description: Fitness Instructor



Function:	Justice Services
Job:	Wellbeing and Fitness Instructor
Position:	Wellbeing and Fitness Instructor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Wellbeing Manager
Additional reporting line to:	Head of Function
Position location:	HMP/YOI Bronzefield

1. Purpose of the Job – State concisely the aim of the job.

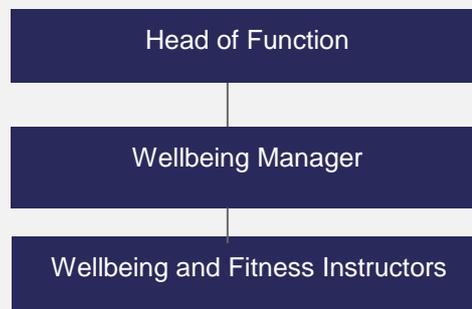
- To lead, instruct, and motivate individuals or groups of all ages and skill levels in exercise activities, including cardiovascular exercise strength training, stretching and therapeutic exercise.
- Demonstrate exercises and routines to service users. Assisting service users in exercises to minimize injury and promote wellbeing and fitness. Modify exercises according to clients' fitness levels

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	N/A	EBIT growth:	N/A	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	N/A
		EBIT margin:	N/A			Outsourcing growth rate:	n/a	HR in Region	N/A
		Net income growth:	N/A						
		Cash conversion:	N/A						

Characteristics ▪ N/A

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Adherence to HMPPS Prison Service Instructions/Prison Service Orders
- Adherence to Sodexo/local procedures and policies
- Key Stakeholder relationship management (Justice client/IMB/HMPPS audit teams)

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Organise and supervise a range of wellbeing, fitness and sporting activities for residents using the Gym
- Ensure the physical health and wellbeing needs of the residents are met
- To run a range of PEI programmes that promote participation and complement the prison regime taking into account the diverse needs of the population
- Promote and deliver healthy lifestyle opportunities for the residents whilst in custody, that can be continued upon release
- Deliver accredited qualifications to Gym users and facilitate learner progression
- Provide new users with Gym inductions
- Be responsible for the opening and closing of the Wellbeing Centre.
- Organise sports and fitness competitions and events for users
- Provide relevant reports as directed by the Wellbeing Manager to the required areas on time, ie regime monitoring, wages tool check sheets
- Ensure the safe set up and storage the sports equipment
- Promote and deliver fitness sessions for Staff to promote health and wellbeing

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Improved quality service delivery standards evidence through improved audit scores/HMIP/MQPL
- Positive customer feedback through service users survey results
- Compliance with Health and Safety standards reducing accidents
- Local business plan objectives delivered
- Fitness timetable delivery meets the needs of the residents and staff

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Level 3 certificate in Personal Training and/or Level 3 Exercise Referrals
- Yoga qualification
- Zumba / Dance or Indoor Cycling
- Level 3 Award in Education and Training
- Ability to carry out data collation as set out by the Wellbeing Manager
- Strong customer services skills and experience with at least 1 year in the fitness industry, one to one and group exercise experience.
- Customer service orientated attitude combined with innovative thinking
- Excellent verbal and written communication skills, with a proven experience of managing client and/or customer relationships.
- Good knowledge of Word, Excel and PowerPoint

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided
■ Innovation and Change
■ Brand Notoriety
■ Employee Engagement
■ Learning & Development

9. Management Approval – To be completed by document owner

Version	2	Date	18/11/19
Document Owner	Tanvir Hynes		