

Post Title:	Wellbeing Specialist Instructor (Active Later Life)
Vac Ref/Post No:	1666/IHL124
Salary:	SCP 36 – 40, £20,213 - £22,169 per annum
Hours:	37 hours. The hours are in accordance with the needs and demands of the service according to the season. Regular evening and weekend work are part of the requirements of the post
Base:	Robin Park Headquarters
Contract Type:	Permanent

About this role

We are looking to recruit an enthusiastic individual with excellent communication skills to assist in the development and delivery of the Active Later Life (ALL).

The Wellbeing Specialist Instructor will be required to provide guidance and support around physical activity and health to participants on ALL.

The ability to design and deliver safe, effective and appropriate physical activity programmes/sessions for clients with a risk of falls is essential. Organisation and time management are also vital to ensure a high quality service is delivered and targets are met.

You will be expected to provide up-to-date records on participants and provide accurate monitoring to assist in the evaluation information on each session and participant.

Skills and qualities required:

The applicant should be a qualified Postural Stability or Otago and GP Exercise Referral Instructor, have recognised fitness qualifications (NVQ level 2 exercise and fitness award) in at least two disciplines. For example, YMCA/NVQ Level 2 Exercise to Music, gym and free weights, circuits or aqua as well as a current First Aid qualification.

Experience of delivering physical activity programmes with older people and adults with complex health needs is essential. The post holder will be able to work with a range of partners, and be responsible for recruiting and supporting volunteers and fee earners.

We will consider job share.

Additional information:

To apply for this post please visit our website to download an application form <http://www.inspiringhealthylifestyles.org/work-with-us/> quote the above reference number and email back to jobs@wlct.org

This post is subject to an enhanced level disclosure check.

Closing Date:	Friday 23 rd June 2017
Proposed Interview Date:	To be confirmed

JOB TITLE:	Wellbeing Specialist Instructor, (Active Later Life)
POST NO:	IHL124
SERVICE:	Wellbeing
GRADE:	SCP 36-40, (£20,213 - £22,169 per annum)
HRS OF WORK:	37 Hours per week. The hours are in accordance with the needs and demands of the Service according to the season. Regular evening and weekend work are part of the requirements of the post.
BASE:	Robin Park HQ
RESPONSIBLE TO:	Head of Wellbeing
REPORTS TO:	Wellbeing Officer/Co-ordinator
RESPONSIBLE FOR:	Delivery workforce Casual Instructors Volunteers Apprentices

CORPORATE RESPONSIBILITIES

1. Support the development of an inspiring and engaging product programme.
2. Coordination of operational delivery of the product to groups and members of the public.
3. To engage and develop good working relationships with local community groups and key referral agencies to increase participation levels.
4. To provide 1:1 consultations with high risk/complex clients and prescribe suitable activities.
5. Promote sport, health & physical activity and increase awareness of the benefits.
6. Ensure a consistent and integrated approach to activity programmes.
7. Raise the awareness of all Inspiring healthy lifestyles products within the local community.
8. 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.
9. To deliver training programmes and workshops.
10. To collect and keep a record of activity session fees, where appropriate.
11. To assist, motivate and support participants long term in maintaining a healthy lifestyle ensuring suitable exit routes are identified
12. To transport and organise equipment to/from base as required.
13. To deliver all sessions in accordance with the current health and safety operational procedures, risk assessments and to ensure work is carried out with due regard to Health and Safety regulations.
14. To organise talks, presentations and promotions to professionals, colleagues and customers
15. To provide accurate monitoring and produce evaluation information on each session and participant.
16. In keeping with the policies of Inspiring Healthy Lifestyles provide a high level of quality and customer service. Deal with any customer issues according to local polices.

- 17.** To undertake any other duties as requested by management that commensurate with the grade and title of the post.
- 18.** To provide a strong commitment to the core values of Inspiring healthy lifestyles.
- 19.** Be an ambassador for Inspiring healthy lifestyles.
- 20.** Recruit, support and line manage volunteers and apprentices
- 21.** Undertake continuing professional and personal development as considered appropriate
- 22.** To cover activity sessions across Wellbeing where appropriate qualifications are possessed.
- 23.** To undertake any other duties as requested by management that commensurate with the grade and title of the post.

Performance Measures

Leadership	<ul style="list-style-type: none"> - Inspiring volunteers, casual staff and apprentices/trainees to achieve goals. - Sets a positive example through own behaviour and actions. - Effectively leading sessions to provide a safe, fun and learning experience.
Strategic Focus	<ul style="list-style-type: none"> - Understanding the wider vision and key trends in the area of work likely to have a significant impact on the organisation.
Communication	<ul style="list-style-type: none"> - Communicating effectively with a range of people including colleagues and customers. - Gets the message across at the right time in the right way whilst drawing the best out of others with effective communication skills. - Seeks and appreciates others views. - Expresses oral and written viewpoint coherently, succinctly and in a well-structured form. - Builds and develops mutually beneficial relationships. - Maintains effective relationships over time.
Quality Improvement	<ul style="list-style-type: none"> - Open to new ideas. - Suggests new ways of working and embraces change. - Supports the delivery and evaluation of action plans. - Seeks to improve services and customer experience. - Acknowledging that there is always room for improvement and actively looking for ways to improve.
Improving Performance	<ul style="list-style-type: none"> - Prioritising objectives and planning work to make best use of time and resources. - Recognising own strengths and limitations, playing on strengths and using alternative strategies to minimise impact of limitations. - Reflecting regularly on own experiences and using them to inform future action. - Ensure working relationships with internal and external parties are harmonious. Implement positive interventions where deemed appropriate. - Along with the wider team develop the skills and competence to embrace continual improvement.
Developing People	<ul style="list-style-type: none"> - Acts to improve performance. - Identifies opportunities for learning and development. - Challenges and resolves objections and negative behaviours.
Self-management and development	<p>Demonstrating an awareness of own skills, knowledge and abilities and the impact of behaviour on others.</p> <ul style="list-style-type: none"> - Takes personal responsibility and accountability for actions in decisions. - Demonstrates resilience.

	<ul style="list-style-type: none"> - Demonstrates energy. - Confident and positive about their ability to succeed. - Takes initiative to overcome issues - Maintains perspective and judgement under pressure. - Does not let setbacks take on a disproportionate significance. - Constantly develops expertise in a role.
Organisational Development	<p>Supporting the organisation to move forward by implementing plans to create an environment that will enable everyone to understand and deliver the objectives of inspiring healthy lifestyles.</p> <ul style="list-style-type: none"> - Demonstrates appreciation of the effects of change and how to handle these.
Equality and diversity	<p>Treating everyone with dignity and respect, encouraging access to services for all</p> <ul style="list-style-type: none"> - Demonstrates commitment to diversity and inclusion. - Applies principles to both staff and customers
Health and Safety	<p>Working safely and efficiently within the organisation's policies and procedures</p> <ul style="list-style-type: none"> - Demonstrates knowledge of evacuation procedures, fire drills and rescue techniques related to your activity delivery. - Pays attention to new procedures and notices. - Provides input to improve policies and procedures. - Follow local policies and procedures specifically linked to the delivery of activities. - Endeavour to deliver best practice in delivery and highlight new ways of working or good practice.
Customer Service	<p>Putting the customer at the heart of the job and striving to deliver excellent service to every customer during each encounter</p> <ul style="list-style-type: none"> - Communicates well with customers. - Recognises diverse needs. - Acts on feedback from customers. - Supports the wider team in undertaking outreach work. - Ensures all queries or issues are dealt with efficiently and professionally.
Political and Organisational Awareness	<ul style="list-style-type: none"> - Is aware of the strategic plan and endeavours to positively promote Inspiring healthy lifestyles corporate vision at all times - Understands the whole range of stakeholder views, interacting effectively with a wide and diverse range of people.

PERSON SPECIFICATION: Wellbeing Specialist Instructor, (Active Later Life)

QUALIFICATIONS

A recognised fitness qualification equivalent to the NVQ level 2 exercise and fitness award in at least two disciplines. For example YMCA / NVQ Level 2 Exercise to Music, Gym and free weights, Circuits, Aqua, National standard cycling training	E	AF/I
A GP Exercise Referral Qualification	E	AF/I
A relevant degree, diploma or higher qualification in sports science, exercise and/or health	D	AF
A specialised Falls Prevention related qualification in at least one of these discipline: Postural stability training, Stroke, Otago or chair based exercise	E	AF
Every contact counts training	D*	AF
Behaviour Change training	D*	AF
G.C.S.E. maths and English at grade C or above or equivalent	E	AF
Current First Aid qualification.	E	AF

EXPERIENCE

Experience of planning, leading and developing a wide variety of physical activity sessions with people with varied and complex health needs	E	AF/I/T
Experience of working with adults of all ages, abilities and backgrounds	E	AF/I
Experience of setting up activity opportunities within a variety of different facilities	E	AF/I
Experience of working with colleagues across the organisation on wellbeing programmes	E	AF/I
Experience of working with different partner agencies in setting up and maintaining physical activity programmes	E	AF/T
Experience of delivering on a physical activity referral type programme	E	AF/I
Experience of delivering talks and presentations to a wide variety of groups	E	AF/I

Experience of delivering training, workshops or CPD	E	AF/I
Experience of monitoring and evaluation of programmes	E	AF/I

ABILITIES AND SKILLS

Ability to provide guidance and support around physical activity and health, to participants and other instructors involved in the programme	E	I/T
Ability to design and deliver safe, effective and appropriate physical activity programmes/sessions for clients with varied health and fitness requirements - taking into consideration the limitations and implications of different health conditions and associated medications.	E	I/T
Ability to work with local groups to identify opportunities and concerns around physical activity & health	E	I/T
Full driving licence and access to a car	E	A
Ability to relate to the needs of local people within the community	E	I/T
Ability to support Inspiring healthy lifestyles management team in working with local groups to identify opportunities and concerns around physical activity	E	I/T
Ability to relate well to individuals of different ages and backgrounds on a one-to-one and group basis	E	I
Ability to provide client-centred support to participants involved in physical activity sessions	E	I/T
Effective written and oral communication skills	E	I/T
Effective Inter-personal, time management and organisational skills	E	I/T
Ability to work on own initiative and as part of a team	E	I
Ability to work in partnership with other agencies	E	I
Information technology skills	E	I
Ability to work under pressure, to prioritise and get the job done	E	I
Ability to work with and promote Health and Safety rules, regulations and guidelines	E	I/T
Ability to set up new physical activity opportunities	E	I

KNOWLEDGE, AWARENESS AND UNDERSTANDING

Understanding of Inspiring healthy lifestyles vision, focus and values	E	AF/I
Understanding of physical activity and its relationship to health and well-being	E	I
Understanding of health conditions and the implications when delivering safe, effective and appropriate physical activity opportunities	E	I/T
Knowledge of good practice in exercise tuition	E	I/T
Awareness of Inspiring healthy lifestyles' commitment to Equal Opportunities	E	I
Knowledge of Health and Safety policies, practices and procedures	E	I/T
Knowledge and awareness of good practice in relation to customer care	E	I/T
Knowledge of information technology and understanding its application within the job role	E	I
Familiarity with the 'client-centred' approach in relation to supporting individuals to become more active	E	I
An understanding of the operational delivery of services associated with the Wellbeing team	E	I