Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Fitness Leader **Grade: 4/5**

Post Ref: **Date:** September 2020

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Previous experience of working in a leisure/fitness environment/group exercise environment. Enthusiasm for the effective programming of sport and physical, efficient setting up of activities & innovation of delivery. Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email. Evidence of continued professional development. Ability to build and maintain good working relationships with colleagues. Good organisational skills - able to anticipate and meet regular deadlines. Good communication skills via telephone, email and face to face	Application form and Interview Application form and interview	• Delivery of personal training sessions to clients and studio group exercise classes • Previous experience of sales e.g. working within a sales role/environment.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(2) Formal Academic Qualifications	Minimum 3 GCSEs at grade A-C (or equivalent)	Application form and certificates	Minimum 5 GCSEs at grade A-C (or equivalent) including English and Maths.
(3) Vocational Qualifications and Training	Gym Instructor Level 2 PT level 3 qualification – or working towards and will have completed within 6 months of attaining post.	Application form and Certificate	PT Level 3 GP Referral Qualification (or a willingness to achieve) First Aid at Work Certificate.(or a willingness to achieve) Group Exercise / Exercise To Music qualification(s)
4) Specialist Knowledge	Working knowledge of computerised booking and membership systems (ideally Gladstone). Knowledge of current and emerging health and fitness trends Awareness of the need to maintain appropriate personal boundaries with customers and in particular children/young people/vulnerable adults.	Application form and Interview	Working knowledge of risk assessments and related processes.
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. Required to work evenings and weekends as part of the position.	Application form and Interview	

Competency		**How Assessed**	
Planning and Organising	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. Accepts constructive feedback and makes adjustments accordingly.	Application form and Interview	
Organisational Development	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	Application form and Interview	
Communication	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	Application form and Interview	

Focusing on our citizens	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Application form and Interview	
Leadership	Has the ability to motivate and lead a team to ensure effective performance against performance indicators. Provides effective leadership and values to the team, passing on own skills and knowledge where possible by using an effective coaching style. Makes decisions confidently and quickly when necessary.	Application form and Interview	
Strategic Thinking	Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	Application form and Interview	
Managing Change	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Application form and Interview	
Performance Management	Quickly highlight and deal with unacceptable behaviour and its impact on others. Ensures individuals are clear about their own responsibilities and accountabilities.	Application form and Interview	

	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.		
Living the values	Demonstrates and champions equalities in the treatment of others and in the delivery of services. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others.	Application form and Interview	
Health and Safety	Demonstrates basic understanding of Health and Safety responsibilities within the workplace. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.	Application form and Interview	