

Job Description

Job Title: Specialist Health & Exercise Instructor

Responsible to: Fitness & Wellbeing Manager

Brief overview of the role: The Specialist Health & Exercise Instructor plays a key role in reducing health inequalities within the Arun and Chichester communities. This position supports the Lead Specialist Health & Exercise Instructor in the development and delivery of physical activity initiatives for individuals with specific health conditions, including (but not limited to) mental health challenges, fibromyalgia, obesity, diabetes, joint replacements (pre- and post-operative), stroke, Parkinson's and COPD.

The role ensures older adults feel supported, motivated, and safe when using gym facilities. Responsibilities include delivering Personal Training (PT) sessions, group exercise classes, and contributing to the smooth day-to-day operation of the gym, maintaining a welcoming, clean, and safe environment for members, staff, and volunteers.

Main duties:

Service Delivery:

- Deliver tailored physical activity programmes aimed at improving health outcomes and reducing inequalities.
- Conduct orientations and inductions for new members, ensuring all documentation is completed accurately.
- Create, monitor, and adapt individualised exercise programmes for clients with a range of medical conditions
- Carry out physical activity needs assessments and maintain accurate member records.
- Support with expanding and enhancing the exercise referral programme
- Offering diverse fitness options to meet individual needs.
- Collaborate with healthcare professionals and community organisations (e.g., GPs, nurses, physiotherapists, voluntary groups) to promote and sustain initiatives.
- Raise awareness of the benefits of physical activity as part of a healthy lifestyle.
- To ensure fitness classes are promoted to maintain a high level of attendance and deliver classes at the Laburnum Centre.
- Support the Lead Specialist Exercise Instructor with marketing and outreach efforts to increase gym membership and community engagement.
- Complete membership forms and assessments, updating records on Charity Log.
- Ensure the gym equipment is checked daily for any faults recording these on the checklist and advise maintenance company if repairs are needed, receiving a quote prior to agreeing repair with line manager.
- Clean gym equipment daily and delegate cleaning tasks to staff and volunteers where necessary.

Financial management:

- Process payments, encourage cashless transactions, and reconcile daily registrations.
- Support the Lead Specialist Exercise Instructor with initiatives to improve administrative and financial efficiency.

Governance

- To comply with all organisational policies and procedures and relevant legislation including Health and Safety, Safeguarding and General Data Protection Regulations (GDPR)
- To attend relevant and mandatory training as required
- Maintain up-to-date qualifications.
- To adhere to all health and safety, and legal requirements in line with AUKWSBH policies and procedures.
- To help deliver the objectives as set out in the organisational strategic plan.
- Act as a First Aider
- Contribute to organisational objectives and strategic plans.
- To undertake any other duties appropriate within the role as may reasonably be required by AUKWSBH

Key contacts and relationships

- Fitness & Wellbeing Team
- Localities Team, Coordinators, and Community Development Partners
- Collaborate with healthcare professionals and community organisations (e.g., GPs, nurses, physiotherapists, voluntary groups) to promote and sustain initiatives.

Equality, diversity and inclusion

Age UK West Sussex, Brighton & Hove is committed to anti-discriminatory policies and practices. It is essential that the post holder makes a positive contribution to their promotion and implementation.

Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the postholder.

Person Specification – Specialist Exercise Instructor

Experience	Essential	Desirable
Experience of leading a small team		✓
Experience of completing multiple tasks by managing own workload	✓	
Experience of working with older people or other vulnerable groups, with specific experience of rehabilitation, supporting independence, health and wellbeing.	✓	
Experience of updating in house databases	✓	
Experience of problem solving and escalating where appropriate		✓
Experience of supporting projects in either, health, education, social services, community and /or voluntary sector		✓
Sound financial management experience		✓
Experience of project / programme management in the charity sector		✓
Knowledge/qualifications		
Level 3 Gym/Personal Trainer, Group Exercise Qualifications	✓	
Exercise Referral Qualification Level 3	✓	
Postural Stability Instructor Level 4		✓
Diabetes Qualification Level 3		✓
Functional Rehabilitation & Exercise Training after Stroke Level 4		✓
First Aid Qualification	✓	
Skills		
Engaging and effective in driving progress & adept at presentations, facilitation and training		✓
Excellent communication skills, verbal and written. The ability to communicate well with diverse individuals and in a team environment	✓	
Excellent IT and computer skills including good working knowledge of email, Excel and Microsoft Office and Teams.	✓	
A 'can do' positive and professional attitude that can flex and adapt to change and challenges	✓	
Ability to help design and produce creative and effective marketing to help promote services or the centre.		✓
To support the membership ambitions of the organisation.	✓	
To support fundraising and income generation.	✓	
Other requirements		
Commitment to AUKWSBH's vision, mission and values	✓	
A commitment to all aspects of sustainability so as to deliver effective and focused services that also minimise environmental impact	✓	
Ability to travel on occasion to different locations including other AUKWSBH sites or full driving license and use of carto facilitate regular travel across AUKWSBH locations		✓
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity	✓	