ORKNEY ISLANDS COUNCIL

# Fitness Adviser

Various Council Sport and Leisure Facilities

## At a glance:

**Grade:** B
**Salary:** As per advert

**Allowances:**

- Distant Islands Allowance
- Unsocial Hours 10%, where applicable

## Job Purpose:

Assist in the day to day running and development of the Fitness Suite and undertake functions in order to provide a high level of customer care.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

## Benefits and Support

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|---|---|
| 34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata) | Supported to work and earn whilst achieving qualification |
| Local Government Pension Scheme | Maternity, Paternity and Sick Pay |
| Comprehensive induction process | Employee Assistance Programme |

## Main Duties and Responsibilities

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| Carry out the opening and closing procedures of the facility. |
| Ensure equipment and facilities are clean, safe and ready to use. |
| Carry out inductions to new users, offer advice and fitness assessments and develop personal programmes as required by customers. |
| Interact with customers and provide encouragement by promoting use of the facilities and equipment. |
| Take payments, including cash handling and use of cash register. |
| Assist in the marketing and promotion of the fitness suite. |
| Assist in developing the fitness suite. |
| Inspect equipment and facilities for damage and report any defects or damage. |
| Carry out any cleaning duties. |
| Requisition cleaning materials and other operational supplies. |
| Provide a high level of customer service. |
| Assist in the general administration of the facilities. |
| Assist with staff training/induction, as required. |
| Assist in an emergency, as required. |

## Responsibilities for All

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| Embody the Council Values of Accountable, Reliable, Considerate and Collaborative. | Participate in team meetings, 1 to 1s, supervision and good conversations process |
| Handle all information in confidence and in line with Data Protection requirements | Comply with the Council Employee Code of Conduct |
| Work safely to prevent risk to yourself and others | Comply with relevant professional body codes of practice/conduct |
| Ensure Equality, Diversity and Inclusion | Any other duties appropriate to your grade |
| Undertake mandatory and relevant training and development | Where required Support the Council’s emergency response |

# Skills and Requirements

## Must have

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| Level 2 Gym Instructor Qualification, or ability to achieve this within 1 year of starting in the post. |
| First Aid Certificate, ability to achieve this within 1 year of starting in the post. |
| Experience and/or understanding of security issues. |
| Experience and/or understanding of health and safety requirements. |
| Experience of dealing with the public. |

# Requirements of the Role

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|---|---|---|---|
| Disclosure/PVG: | Level 1 | Convictions to Declare: | N/A |
| Politically Restricted Post: | No | Sponsorship: | No |
| Work Additional Hours: | No | Term Time Post: | No |