

JOB DESCRIPTION

Commercial Operations Leisure	
POST: Exercise Referral Consultant	POST NO: 9759 BAND: E (SCP 7-11)
RESPONSIBLE TO: Duty Officer - Health and Wellbeing	RESPONSIBLE FOR: None

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

JOB PURPOSE

The role of Exercise Referral Consultant is to safely administrate exercise programs, within the Active 4 Health guidelines, to clients with existing or pre-existing low or medium risk health concerns. The role aims to develop and enhance the health and wellbeing opportunities offered within the Leisure Facility.

KEY ROLES

1. To provide exercise referral consultations, reviews and other appointments for all low and medium risk clients to develop the health and wellbeing opportunities available within the leisure facility.
2. Utilise data collection tools to ensure client information is collected, stored and reported to ensure valuable data from facility referral programmes is available.
3. Contribute with the delivery of associated exercise referral group activities.
4. Contribute in communicating with local health professionals to ensure clients are signposted to exercise referral programmes.
5. Proactively promote exercise referral opportunities available within Active 4 Health through the use and development of effective marketing strategies.
6. Work alongside a team of fitness instructors to contribute towards the effective running of facility fitness suite facilities.
7. Other

KEY TASKS

- 1. To provide exercise referral consultations, reviews and other client appointments to develop the health and wellbeing opportunities available within the council leisure assets.**
 - a. Deliver exercise referral consultations and reviews, in accordance with the Active 4 Health Guidelines, to meet the needs of all low and medium risk exercise referral clients.
 - b. Work closely with the Health & Wellbeing Duty Officer to ensure all consultations and reviews are relevant to low and medium risk clients and in accordance with the Active 4 Health guidelines.
 - c. Arrange and deliver other appointments to low and medium risk clients to support and further develop the referral process.

- d. Actively work with the Duty Officer – Health and Wellbeing to deliver 12 week referral programmes to meet the specific needs of low and medium risk clients, as part of the consultation process.

2. Utilise data collection tools to ensure client information is collected, stored and reported to ensure valuable data from referral programmes is available.

- a. Ensure all client data is collected on the appropriate Active 4 Health lifestyle and consultation forms.
- b. Positively utilise the leisure facilities database to ensure all referral data is collated and stored allowing reports to be generated and utilised within the referral process and for potential funding bids.
- c. Contribute ideas towards the development of the leisure facilities database and identify areas for improvement.
- d. Contribute towards the development of the Active 4 Health lifestyle and consultation forms and identify areas for improvement.

3. Contribute with the planning and delivery of associated exercise referral group activities.

- a. Work with the Duty Officer - Health and Wellbeing to develop and design effective exercise referral group sessions to meet the needs of the low and medium risk clients and to ensure appropriate income is generated.
- b. Deliver rewarding exercise referral group sessions for low and medium risk clients, in accordance with their specific needs and within the Active 4 Health guidelines.
- c. Monitor and evaluate exercise referral group sessions to ensure they remain safe and effective, in line with exercise referral guidelines.
- d. Identify and enhance new exercise referral group sessions to ensure the options available are creative and current.

4. Contribute in communicating with local health professionals to ensure clients are signposted to exercise referral programmes.

- a. Attend and positively contribute towards local health forums, workshops and functions to facilitate the link between local health professionals and the leisure facilities exercise referral schemes.
- b. Visit, where applicable, local health professionals to proactively communicate the health and wellbeing opportunities available to their patients.
- c. Regularly communicate with all other exercise referral staff to share best practice and cross reference opportunities for clients.
- d. Regularly liaise with the Health & Wellbeing Duty Officer to ensure the leisure facilities health and wellbeing message is consistent and embraced appropriately.

5. Proactively promote exercise referral opportunities available within Active 4 Health through the use and development of effective marketing strategies.

- a. Positively contribute ideas for the development of the Leisure Services Marketing Strategy and in all meetings help to embrace and maximise the health and wellbeing opportunities available through the facilities exercise referral schemes.
- b. Contribute innovative facts, information and feel good stories to promote and enhance the exercise referral process and supporting group exercise classes.

- c. Monitor and proactively report any out of date health and wellbeing literature, ensuring positive signposting and advice to support customers in understanding the wellbeing opportunities available to them.
- d. Work closely with the Health & Wellbeing Duty Officer to ensure all referral opportunities are appropriately and positively promoted within the wider Active 4 Health remit.

6. Work alongside a team of fitness instructors to contribute towards fitness suite facilities.

- a. Ensure correct and safe use by all exercise referral clients.
- b. Work positively as a team with all fitness instructors to ensure all fitness suite facilities are safe and used correctly by all facility users.
- c. Report any fitness suite issues to the appropriate Duty Officer or line manager to ensure facility standards are maintained and enhanced.

7. Other

- a. Cross-site working, where applicable, to ensure the overall effective and efficient delivery of Leisure Facilities referral schemes.
- b. Proactively recommend developments in health and wellbeing standards and methods of best practice to ensure all facility referral opportunities are relevant and effective.
- c. Maintain and update exercise referral qualifications, where applicable, and proactively seek to develop Level 3 specialisms.