

## JOB DESCRIPTION

Commercial Operations Leisure		
<b>POST:</b> Personal Trainer		<b>POST NO:</b> 9767 <b>SCALE:</b> CED SCP 7
<b>RESPONSIBLE TO:</b> Duty Officer - Health and Wellbeing	<b>RESPONSIBLE FOR:</b> 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 Personal Trainer is to help clients achieve their personal fitness and weight goals by creating and delivering training sessions, either 1-2-1 or as a group, within correct guidelines. The role aims to develop and enhance the health and wellbeing opportunities offered within the leisure facilities

### **KEY ROLES**

1. Design safe and effective personal training sessions within the correct guidelines for health and wellbeing.
2. Deliver professional, safe and beneficial personal training sessions.
3. Monitor and evaluate clients to ensure they are making progress and benefiting from any personal training undertaken.
4. Actively promote personal training sessions, exercise classes, offers and membership opportunities for all fitness suite users.
5. Work alongside a team of gym and exercise referral instructors to contribute towards the effective running of fitness suite facilities.
6. Other

### **KEY TASKS**

1. **Design safe and effective personal training sessions within the correct guidelines for health and wellbeing.**
  - a. Positively work within current health and wellbeing guidelines to develop and design safe and innovative personal training sessions that are tailored to each client's needs. Sessions can be 1-2-1 or as part of a group.
  - b. Be open and innovative in the development of the facilities personal training opportunities by researching and reporting on current trends and innovative session ideas to identify areas of improvement.

- c. Proactively research and monitor best practices within the health and wellbeing industry to ensure correct guidelines are followed in all sessions.

**2. Deliver professional, safe and beneficial personal training sessions.**

- a. Deliver positive, professional and beneficial personal training sessions, either 1-2-1 or as part of a group, in line with the relevant training programmes created. These should be progressive, fun and safe.
- b. Engage with all clients before any personal training commences to understand and appreciate their needs and goals. This should form part of developing and designing positive and innovative sessions for all clients.
- c. Ensure all sessions are motivational, enthusiastic and designed to benefit each client's needs.
- d. Proactively observe clients during sessions to ensure correct techniques are used. Demonstrate where applicable.
- e. Contribute diet and lifestyle suggestions when relevant to any fitness plan or training goals of the clients.
- f. Proactively prepare area(s) and ensure equipment is set up to required standard inline with Health and Safety Guidelines (this is accepted as an essential part of the delivery of any session).
- g. Work positively alongside leisure facilities, where needed, to ensure the effective delivery and best practice of all personal training opportunities.

**3. Monitor and evaluate clients to ensure they are making progress and benefiting from any personal training undertaken.**

- a. Monitor and evaluate all clients and personal training sessions to ensure they are innovative, motivational, beneficial and engaging to each client.
- b. Actively monitor the retention rate of clients to ascertain the success of each session and individual training plan.
- c. Proactively ensure any equipment utilised during sessions is clean, in appropriate working order and as you would expect to find it. Report any issues to the relevant duty officer or line manager.

**4. Actively promote personal training sessions, exercise classes, offers and membership opportunities for all fitness suite users.**

- a. Embrace the development of the Leisure Service Marketing Strategy, helping to maximise the health and wellbeing opportunities available through the facilities personal training opportunities.
- b. Be innovative and contribute facts, information, appropriate images and feel good stories to promote and develop personal training sessions.
- c. Proactively monitor and report any out of date health and wellbeing literature, ensuring effective signposting and advice to support customers in understanding the opportunities available to them.
- d. Proactively advertise all health and wellbeing opportunities to all clients, including; membership options, group exercise classes, referral opportunities and other facility offers.

**5. Work alongside a team of gym and exercise referral instructors to contribute towards the effective running of Partnership fitness suite facilities.**

- a. Positively engage with all gym and exercise referral instructors to ensure all fitness suite facilities are safe and used correctly by all users.
- b. Report any fitness suite issues to the appropriate duty officer or line manager to ensure Partnership standards are maintained and enhanced.

**6. Other**

- a. Cross-site working, where applicable, to ensure the overall effective and efficient delivery of all council personal training sessions.
- b. Proactively research developments in health and wellbeing standards and methods of best practice to ensure all council fitness opportunities are relevant and effective.
- c. Maintain and update appropriate qualifications, where applicable, and proactively seek to develop relevant skill sets.
- d. To follow the Normal Operating Procedures / Emergency Action Plan and the set guidance from the specific Governing Body / Qualification for each session taught.

Sign:

Date: