

Job Title: Relief - Dementia Actif Môn Instructor

Post Number: NEW

Service / Section: Regulation and Economic Development / Leisure Function

Grade: 4

Overall Job Purpose:

The post holder will:

1. Be responsible for delivering and leading safe, professional and well-structured inclusive classes in order to maximise participation in physical activity.
2. Be required to deliver Dementia Actif Môn's full range of programmes including: fitness classes, leisure centre sessions, dementia hub activities and any other appropriate coaching relevant to their qualification.
3. Promote physical activity and well-being by providing a professional and welcoming environment.

This post is funded by the UK Shared Prosperity Fund (SPF)

General: *To comply with the local authority's*

1. *Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy;*
2. *policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).*

Main Duties / Responsibilities:

1. Lead and deliver safe, fun, appropriate and progressive sessions, in line with leisure standards, in a positive and inclusive manner ensuring that all participants benefit from the experience.
2. Plan and coach sessions at an appropriate level which are both challenging and diverse and meet the needs of individuals and groups attending. Coaches will be expected to adapt classes to link to specific participants within the same group, to ensure development opportunities.
3. Represent our front line service (Dementia Actif Môn), and deliver effective sessions / programmes, acting as an Ambassador for the Leisure Function and Council as a whole.

4. Ensure personal appearance and behaviour is professional and appropriate clothing is worn, displaying any relevant logos.
5. Always arrive at the venue in sufficient time, prior to the start of the session. As a coach, you are to be highly effective in managing and organising your schedule, ensuring that you arrive for work at the specified time which may be in advance of the coaching session, in order to check the set up. Coaches will inform the venue with at least 48 hours' notice, if they are unavailable for a session.
6. Ensure that sufficient and appropriate equipment is available for the session. Ensure the safe and effective set up, takedown and storage of equipment required in the use of any given class / session / course. The venue must be left clean, tidy and secure at the end of each session.
7. Prior to all coaching sessions, coaches will inspect the activity area and take any necessary steps to minimise health and safety risks. Report any defects in the building, facilities or equipment that may impact on the performance and quality of the coaching session.
8. Ensure that all participants and assistants are aware of fire exits, telephone point and first aid equipment.
9. Accurately carry out administration duties such as collecting admission tickets, completing consent forms and keep session registers that indicate attendance and progress. Will need to make regular contact with the participants and update records of attendance with Dementia Actif Môn Officer. The coach must understand and demonstrate the principles of confidentiality / GDPR.
10. Adhere to the safety, systems and procedures associated with the delivery of the relevant session. Follow the correct procedures in the event of accidents and incidents.
11. Maintain any relevant qualifications (including first aid, manual handling and safeguarding) that are applicable to the post. Demonstrate a commitment to ongoing personal development: undertake training and CPD as necessary and relevant to the post.
12. Deliver mindfulness sessions, movement to music, Sporting Memories Club in Hubs and Care Homes.
13. Deliver virtual classes and pre-recorder exercises for those living with Dementia and their carers.
14. Support care home staff with exercises/activities, including planning
15. The post holder may be required to undertake other responsibilities as appropriate with the nature and grade of post

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

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|---|----------|
| 1. Recognised Level 2 or Level 3 equivalent fitness coaching/teaching qualification | E |
| 2. Health & Fitness Related Degree | D |
| 3. Level 2 gym instructor | D |
| 4. Level 2 group work qualification (e.g. circuits/exercise to music) | D |

<p>Any specific training required for the post including Certification:</p> <ol style="list-style-type: none"> 1. First Aid 2. Dementia Friends/Awareness Training 3. Safeguarding 4. Manual handling 5. Chair Based Exercise 6. Member of the Register of Exercise Professionals 	<p>E D D D D D</p>
<p><u>Key Competence Requirements</u></p> <p>Job related knowledge:</p> <ol style="list-style-type: none"> 1. Understanding of the latest coaching trends / techniques and performance attributes. 2. Experience in providing class instruction and planning sessions / courses. 3. Experience/Knowledge of Dementia 4. Understanding the principles of the Data Protection Act / GDPR 5. Understanding the principles of Health and Safety, particularly risk assessment <p>Specific skills:</p> <ol style="list-style-type: none"> 1. Confidence and competence in delivering sessions / classes for customers. 2. Must be an enthusiastic and motivated individual 3. Able to work on own initiative or as part of a team 4. Basic IT literacy (such as Outlook, Microsoft Word etc.) 5. Experience in working with an individual living with Dementia 6. Experience in the field of coaching either in a leisure centre or Exercise Referral Field 	<p>E E E E D E E E E E D</p>
<p><u>Personal Attributes and Circumstances</u></p> <p>Personal values and characteristics which should be demonstrated in performing the duties of the post:</p> <ol style="list-style-type: none"> 1. Committed to customer care and to providing an efficient and effective quality service. 2. Ensure compliance with professional standards 3. Excellent verbal and written communication skills. 4. Ability to develop and maintain positive relationships with internal and external stakeholders 5. Give a good example to others by being proactive, honest and consistent. 6. Good interpersonal skills. 7. Ability to listen and understand the views of others. 8. Self-motivated and ability to act on own initiative. 9. Ability to adapt to change, driving improved effectiveness. 	<p>E E E E E E E E E</p>

Job demands which, if not met, could constrain effective performance in post: <ol style="list-style-type: none"> 1. Excellent judgment, drive, energy and resilience. 2. Must be able to work within a team environment. 3. Flexible approach to working hours. 4. Full driving licence and access to a vehicle which can be used for work purpose. 	E E E E
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Language Requirements:

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Position in the Organisation:

Reports to: Fitness and Wellbeing Manager / Dementia Actif Môn Officer

Staff Supervised: none

Working Arrangements and Conditions:

Working Week: Any 5 out of 7 Monday – Sunday

Contracted Hours: Casual

Identified Work Base: Plas Arthur Leisure Centre, Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.

The Isle of Anglesey County Council has adopted a post-Covid Hybrid Working Policy which means you have the opportunity to combine working within an office environment 2/3 days a week alongside working from home.

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: October 2023

Language Skills - Workplace Assessment Levels

(i) Listening:

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading:

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking:

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision