

**ACTIVE AGEING EXERCISE INSTRUCTOR
PART 1: JOB DESCRIPTION**

Job Title:	Active Ageing Exercise Instructor
Location:	This role is based at one of HILS five sites (St Albans, Hemel Hempstead, Letchworth, Hertford, or Hatfield) and agreed with successful candidate. Exercise sessions will be delivered to clients in their own homes and within community group settings. The successful candidate may be required on occasion to travel to all HILS sites where HILS' health and wellbeing services are operating. The post holder's case load will cover HILS' clients across all of Hertfordshire.
Salary:	Starting at £10.90 per hour and agreed hourly rate dependent on experience.
Hours of Work:	37 hours per week worked within the hours of 9am – 5pm Monday to Friday. Occasional evening and weekend work may be required. Specific hours to be agreed with the successful candidate and flexible working applications can be considered alongside the needs of the clients and the service requirements.
Responsible for:	No direct line management responsibility.
Contacts:	Internal and external customers; clients; Active Ageing Team; Support Teams.
Role Summary:	
<p>HILS' Active Ageing programme provides chair based, strength and balance, and falls prevention exercises to people in their home (one-to-one), and in group settings in the community.</p> <p>This role is an exciting opportunity to be part of a unique exercise programme which improves the health and wellbeing of frail, elderly, disabled, and vulnerable people. In this post, you will have direct impact in improving people's lives by supporting your clients with exercise and motivation.</p> <p>The Active Ageing Exercise Instructor will be responsible for these elements of the programme:</p> <ul style="list-style-type: none"> • Complete assessments of clients' current physical health and fitness at the start of the programme, and at the end of the programme, in order to measure progress; • Discuss the clients' goals and objectives for the programme; • Deliver weekly sessions of chair-based or strength and balance exercises for clients in their homes; • Delivering group sessions within the community; • Encouraging clients to increase their level of physical activity, while ensuring their safety at all times. <p>When visiting clients in their own homes the post holder will be expected to adhere to all safety guidelines and any relevant PPE regulations.</p>	

Principle Responsibilities

Key responsibilities:

- To communicate effectively and confidentially with clients to identify their personal fitness objectives (e.g. to increase mobility, to improve capacity for self-care) and identify their current level of physical health by completing the Active Ageing Evaluation Form.
- To report any concerns about client wellbeing or ability to complete the exercises to the Active Ageing Team Leader, Health & Wellbeing Services Manager, or Exercise Specialists.
- To attend to clients in their homes and lead chair-based and strength and balance exercises, offering encouragement and support while ensuring their personal safety.
- Agree realistic goals with clients, and monitor and evaluate progression whilst continually motivating to increase adherence to the programme.
- Tailor exercise sessions as required for clients living with specific health conditions such as Parkinson's, Rheumatoid Arthritis, and those recovering from stroke.
- Maintain and regularly update client information to provide data to contribute to a timely monitoring and evaluation process.
- Ensuring that all paperwork is correctly administrated and passed on the appropriate team member to preserve client confidentiality and data protection.
- Signpost clients to relevant services based on their individual needs.

Personal responsibilities:

- Provide a non-judgemental, understanding and caring environment for clients to share their concerns and build trust.
- Demonstrate HILS values by being conscientious and supportive of clients and other team members.

Other responsibilities:

- To have regard for the duty of care of information (with particular reference to the Data Protection Act) gained during the course of employment that relates to other employees, the public, contractors, etc.
- To ensure that excellent standards of customer care and service are maintained when dealing with members of the public and internal customers.
- To take responsibility, whilst at work, to preserve and enhance health and safety. To be familiar with the health and safety aspects of the work and avoid contact which would put at risk the health and safety of clients, team members and other people including visitors, contractors and members of the public.
- To understand individual responsibilities around safeguarding our clients, and ensure that all safeguarding concerns are raised in accordance with HILS procedures.

Important note:

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by their line manager and other members of the Leadership Team, the responsibility level of which should not exceed those outlined above.

PART 2: PERSON SPECIFICATION

Qualifications & Job Requirements:

Essential

- Satisfactory DBS check
- Satisfactory references
- Right to work in the UK
- Full UK driving license
- Confident driving skills (use of own vehicle will be required)
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Desirable:

- OTAGO/ Strength and Balance training qualification
- Chair Based Exercise qualification
- Sport or exercise qualification
- First Aid qualification

Skills, Knowledge, and Experience:

Essential:

- Experience working with vulnerable groups, preferably older people
- Good verbal communication skills, basic written
- Ability to lead, encourage and positively influence others
- Excellent team working and interpersonal skills.
- Good computer skills

Desirable:

- Experience of working with older people
- Understanding of social care
- Understanding of age-related changes, and how this impacts ability to exercise

Personal Qualities:

Essential:

- Flexible, positive approach
- Passionate about supporting the health and wellbeing of the elderly, and other vulnerable adults
- Confidence and people skills
- Ability to function positively and supportively as part of a team
- Ability and willingness to work across different venues within Hertfordshire
- Ability to exert moderate to intense physical effort for frequent periods throughout the working day
- Able to move equipment required for activity sessions
- Ability to independently organise your client caseload

PART 3: VALUES, BEHAVIOURS AND EQUAL OPPORTUNITIES

HILS' Values and Behaviour Statement:

Our values are fundamental to the way our organisation works and underline our expectations of all of us. Our values are based around the most important parts of our business: **Caring** for our clients; working for Hertfordshire's **communities**; being **cost-efficient**; working **conscientiously**; **communicating** effectively and developing **creative** new services. Our clients have high expectations of our services, and as such, we expect everyone who works for HILS to share and act on our values.

HILS' Equal Opportunities Statement:

We do not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (protected characteristics). The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers and suppliers by members of our current workforce.