

The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne, NE4 8BE  
Tel: 0191 272 4244

## Health Improvement - Physical Activity Specialist Job Description

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| Title:          | Health Improvement - Physical Activity Specialist                                                                                                                                                                                                                                                                                                                                                                    |
| Hours:          | 30 /37 hours per week<br>7.5 hours per day, worked during the Centre's opening hours (8:00am to 8:00pm)<br>Hours will be worked predominantly on Mondays, Tuesdays, Thursdays, and Fridays<br>Flexibility is required, as there may be occasions when Wednesday and weekend working is necessary to meet service requirements and caseload demands<br>Occasional Saturday working may be required (9:00am to 1:00pm) |
| Salary:         | Band B which is currently paid at £26,147.16 per annum                                                                                                                                                                                                                                                                                                                                                               |
| Reporting to:   | Senior Health Improvement Manager - Physical Activity                                                                                                                                                                                                                                                                                                                                                                |
| Accountable to: | CEO                                                                                                                                                                                                                                                                                                                                                                                                                  |

### JOB PURPOSE

You will support all clients, including those with long-term conditions to improve or better manage their health and wellbeing through their participation in appropriate, regular and long-term physical activity.

Contribute to Healthworks aim to supports people of all ages to lead a healthier life; from being more active, to eating healthily, giving up smoking, managing diabetes, improving mobility and managing existing medical conditions.

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## MAIN DUTIES AND RESPONSIBILITIES

*The following is typical of the level of duties which the job holder could be expected to perform. It is not exhaustive and other duties may be expected to be performed by the post holder from time to time, where deemed necessary.*

### Responsibilities:

**Client Support:** Actively assist clients across the region in understanding their conditions and the health benefits of tailored exercise programs.

**Motivation Strategies:** Develop and implement effective strategies to encourage full participation during the referral period and sustained activity post-program.

**Referral Coordination:** Refer clients to external services or Healthworks services as needed.

**Studio Exercise Class Delivery:** Conduct a variety of safe and effective studio sessions for clients with long-term conditions and general clients

**Gym Support:** Provide support during regular gym sessions for all clients, ensuring inclusivity.

**Facility Maintenance:** Maintain high standards of cleanliness in gym and studio areas, ensuring all equipment is safe for use.

**Gym Inductions:** Deliver gym inductions tailored to individual client needs.

**Administrative Duties:** Perform additional duties as required by the line manager, aligned with the role's responsibilities.

**Data Management:** Manage and maintain accurate records and paperwork, providing reports as necessary. Update and monitor work using a bespoke computerised data entry system.

**Digital Engagement:** Engage with service users and partners through social media and online channels, delivering some services digitally.

**Industry Knowledge:** Stay updated with health and fitness industry developments and exercise guidelines.

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**Policy Adherence:** Work in accordance with Healthworks policies and procedures, upholding our commitment to anti-discriminatory practices.

**Training:** Undertake any training identified by the Line Manager relevant to the role.

**Corporate Health Checks:** Promote and deliver Workplace/Corporate Health checks to our corporate partners across the North East.



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## Person Specification

| Criteria              | Essential<br>[Requirements necessary for safe and effective performance in the job]                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable<br>[Elements that would contribute to improved performance in the job]                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b> | Professional Qualifications<br>Level 2 Gym Instructor and<br>Exercise on Referral Instructor Level 3 (or willing to working towards)<br>Plus<br>Educational qualifications<br>English and Maths at GCSE (or equivalent) at the grade C or above<br>or grade 4 and above<br>Plus<br>Be willing to undertake a Level 4 Exercise Instructor qualification<br>such as BACPR, Postural and Stability Instructor, Pulmonary Rehab<br>Instructor, Cancer Rehab Instructor or any other specialist instructor<br>course. | Any additional exercise qualifications welcome e.g: <ul style="list-style-type: none"> <li>• Level 4 Cancer Rehab</li> <li>• BACPR Specialist Exercise Instructor</li> <li>• Level 4 Postural Stability Instructor</li> <li>• Obesity and diabetes specialist instructor</li> <li>• Level 4 Pulmonary Rehab Instructor</li> <li>• Exercise and Fitness Training after Stroke Instructor</li> <li>• Circuit training instructor</li> </ul> |

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**Patron: Professor Sir Michael Marmot**



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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Experience</b>                      | <p>Experience of</p> <ul style="list-style-type: none"> <li>• Working in an environment that requires confidentiality</li> <li>• Working to a timetable that may change day-to-day</li> <li>• Working in an environment that is health and safety conscious</li> <li>• Working in a culture of continual improvement</li> <li>• Motivational interviewing techniques</li> </ul>                                                                                                                                                                                                                                                                                                   | <p>Have experience of</p> <ul style="list-style-type: none"> <li>• Working for a charity</li> <li>• Working in areas of deprivation</li> <li>• Delivering NHS Health Checks</li> <li>• Supervising staff</li> </ul> |
| <b>Skills, Knowledge and Abilities</b> | <p>Exercise on Referral Instructors are aware of their professional role boundaries and are able to support clients with a range of medical conditions including;</p> <ul style="list-style-type: none"> <li>• Respiratory Conditions</li> <li>• Musculoskeletal Conditions</li> <li>• Cardiovascular Conditions</li> <li>• Psychological/Mental Health</li> <li>• Metabolic Conditions</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Ability to engage service users and other agencies through social media and other online channels or a willingness to learn and develop these skills.</li> <li>• provide advice and guidance sensitively</li> </ul> | <p>Has an understanding of the theories of behaviour change and the impact of psycho-social factors on health behaviours</p>                                                                                        |

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                            | <ul style="list-style-type: none"><li>• work to deadlines, prioritising work appropriately</li><li>• work flexibly, moving from one type of task to another within the same shift</li><li>• use Microsoft Office packages proficiently</li><li>• work to a shift rota with some evenings and occasional weekend work required</li></ul>                                                                     |  |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"><li>• Passionate about supporting people to be able to take more control of their health</li><li>• Non-judgemental</li><li>• Possess strong interpersonal skills (especially active listening)</li><li>• Positive about working in cooperation with colleagues in other teams</li><li>• Full driving license with own vehicle or access to a vehicle for travel</li></ul> |  |

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