

Post Details	
Job Title:	Active Wellbeing Physical Activity Coach
Job Family & Job Level	Operational Service Level 3
Responsible to:	Active Wellbeing Manager
Responsible for:	n/a
<u>Job Purpose Statement</u> Lead and deliver the new Active Wellbeing Physical Activity Service which is being funded by the National Lottery Community Fund. Working with the Active Wellbeing Manager and Sport & Exercise Science department to develop specialised physical activity support for a wide range of long-term health conditions and reduce health inequalities.	
<u>Problem Solving, Accountability and Dimensions of the role</u> <p>The post holder is expected to work with minimum daily supervision but with clear guidance from the Active Wellbeing Manager, to deliver a high-quality specialist exercise service within Surrey Sports Park, on campus and local community venues. The post holder will organise and prioritise their work guided by the Active Wellbeing Manager.</p> <p>As the Physical Activity Specialist, the post holder is expected to apply their technical and working knowledge of safe exercise practice to develop and grow the Referral programme offering. The post holder must stay up to date with the latest official guidelines and research published within the field and ensure that all programmes delivered under the Active Wellbeing Service meet these recommendations.</p> <p>The post involves will involve delivering initial triage, one-one sessions, group sessions, sport sessions and progress review appointments. The post holder is expected to provide a strong guest-orientated service, both within individual consultations and group classes and courses. The post holder will also work closely with all Sports Park staff, both internal and external guests and external bodies when working on research projects and funded programmes involving Referral services. The post holder is expected to provide a quality and professional service, as errors in judgement or failure to carry out a particular task could negatively affect the reputation of the Active Wellbeing Service.</p> <p>The post does not hold any budgetary responsibility but will be required to work with a given budget.</p>	
<u>Background Information/Relationships</u> <p>Surrey Sports Park is at the heart of sport and physical activity in Surrey, and our mission is to deliver the best possible sport, health and wellbeing experience to our University of Surrey students and to the wider SSP community. We provide strategic added value to the University by delivering an outstanding student experience through social and competitive sport and providing an excellent environment for wellness and fitness for Surrey staff and students, and our community impact is significant both culturally and physically. The team is passionate and high performing, and the business model requires us to deliver a self-sustaining, well managed and customer service focused business.</p> <p>The post holder will work closely with all Sports Park staff and both internal and external stakeholders.</p>	
<p>This job purpose reflects the core activities of the post. As SSP and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. SSP expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</p>	
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.	

Qualifications and Professional Memberships		Essential/ Desirable
Minimum of CIMSPA level 3 Personal Trainer qualification or equivalent		E
GP / Exercise Referral Qualification		E
Minimum 3 years gym instructor experience		E
First Aid Certificate		E
Level 4 Cancer Rehabilitation Qualification		D
Current BACPR Phase 4 Instructor qualification		D
Experience of working in a healthcare setting		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed).	Essential/ Desirable	Level 1-3
Experience of delivering exercise referral consultations and reviews with clients, including individuals with co-morbidities	E	2
Experience of working with confidential and sensitive information	E	2
Ability to deliver high quality service, with minimum supervision	E	1
Experience of working as part of a team.	E	n/a
Experience of working with confidential and sensitive information	E	2
Good working knowledge of MS Office	E	2
Experience of delivering nutrition presentations and/or interactive group sessions	D	n/a
Special Requirements:	Essential/ Desirable	Level 1-3
To work during unsocial hours, including early mornings, late evenings and at weekends.	E	n/a
Commitment to undertake relevant CPD training	E	n/a
Enhanced DBS check	E	n/a
Driving license and access to a car or ability to travel around the borough	E	n/a
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		1
Teamwork		1
Continuous Improvement		2
Problem Solving and Decision Making Skills		1
Leadership / Management		n/a
Creative and Analytical Thinking		n/a
Influencing, Persuasion and Negotiation Skills		n/a
Strategic Thinking		n/a

Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the Surrey Sports Park. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Deliver health checks, Exercise Referral sessions and classes in accordance with NICE Guidelines.
2. Deliver individual client programmes, health courses and health talks where required.
3. Maintain accurate patient records and KPI tracking.
4. Liaise with members and non-members about referral programmes and maintain a high level of communication across the department.
5. Work closely with internal departments to develop strong links and share important information across the business.
6. Manage own working calendar, ensuring that all meetings, appointments and programmes are serviced safely and effectively.
7. Develop relationships with local healthcare professionals and stakeholders to promote the Active Wellbeing Physical Activity Service.

N.B. The above list is not exhaustive.