



JOB DESCRIPTION

POST TITLE	HEALTH & FITNESS ADVISOR
POST REFERENCE	Various
SALARY BAND	Band 6 ¹
RESPONSIBLE TO	HEALTH & FITNESS OPERATIONS MANAGER

JOB PURPOSE

To assist the Health and Fitness Co-ordinator with the on-site management of the Tees Active Fitness studios and activities, providing a customer focused Service and linking with key professionals in Health & Sports Development.

DUTIES AND RESPONSIBILITIES

1. Assist the management of the facilities in the development and delivery of a comprehensive fitness activity programme and all associated programmes.
2. Implement customer sales and retention schemes and promotional incentives and any other schemes related to business development.
3. Ensure that agreed procedures and health and safety standards are followed at all times.
4. Undertake and supervise fitness assessments, inductions and instruction ensuring that there is compliance with agreed professional standards at all times.
5. Ensure that facilities and equipment are set up safely for public use, to carry out daily maintenance and inspection of all equipment, report any necessary defects and maintain a clean, tidy and welcoming facility.
6. Assist in the appropriate advertising and promotion of the fitness facilities including external demonstrations, exhibitions and talks.
7. Assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

General

To deal with customer/service enquiries in a professional and positive way. Ensuring that the service maintains a strong customer focus and remains committed to the principles of the Customer Service Excellence Standard.

To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

¹ * The term 'all inclusive' and/or 'all inclusive rate of pay' means the salary band is inclusive of all allowances and enhancements which would usually be payable under the Company's terms and conditions.

To maintain any professional registration, licences or qualifications, which are essential to the post held.

To take reasonable care of any items of equipment and uniform issued by the Company and report any faults or maintenance issues to the relevant manager.

To be aware of and adhere to all Tees Active Ltd financial, legal, HR and administrative policies and procedures including all NOPs/EAPs and the HR Handbook.

To take reasonable care of your own health and safety and co-operate with management so far as necessary to enable compliance with the Company's health and safety rules and legislative requirements.

To adhere to any professional and Company Codes of Conduct, as appropriate.

To comply with the Company's Appearance Code ensuring that uniforms and name badges are worn, as required.

To comply with the Company's Employee Guide to Information Security including relevant legislation, ensuring that confidentiality is maintained for all staffing, management, customer and supplier information.

To carry out the duties of the post with full regard to the Company's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery. Ensuring that colleagues are treated in a fair and consistent manner and that the service maintains a strong commitment to the principles of the Equality Standard.

To be peripatetic between work areas and venues, as and when required.

The above tasks and responsibilities cannot fully encompass all that is required of the postholder. It is expected that the postholder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post.

I accept this job description as an accurate record of the duties and responsibilities of this post.	
SIGNED	DATE

N.B. Part time hours to be determined by Management, up to 37 hours per week, covering seven days a week, subject to variations as required by management and subject to adequate prior notice.