

Date as postmark  
Our ref: MB/LH

Dear Applicant,

**Post of: Self Employed Group Fitness Instructor, various hours as and when required  
Ref: AS173**

Thank you for your interest in being a Fitness Instructor with Active Stirling on a Self Employed basis. I enclose details on what is required for the role.

**The application form is available on the website under "current vacancies" and then the first link named "application form".**

It would be helpful if you could return your Application Form and Equal Opportunities Monitoring Form as soon as possible. **If you are posting your application form, then please ensure that you have enough postage on the envelope to be certain your application arrives.** It is our intention to short-list, as soon as possible. Please enclose with your application a telephone number at which we can contact you at that time and also advise your referees that we will be seeking references immediately after the short listing process.

Completed application forms should be returned to either the postal address below marked "Confidential" or by email to [jobs@activestirling.org.uk](mailto:jobs@activestirling.org.uk). A Curriculum Vitae is not acceptable.

***Lisa Higgins, HR Assistant, Active Stirling Ltd, No. 23, 15 Borrowmeadow Road, Stirling, FK7 7UW***

Yours sincerely



Matthew Bunnell  
Health & Fitness Development Manager

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## Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

### 1. JOB DETAILS

Job Title: Self Employed Group Fitness Instructor

Business Area: Various

Reports to: Group Fitness Co-ordinator

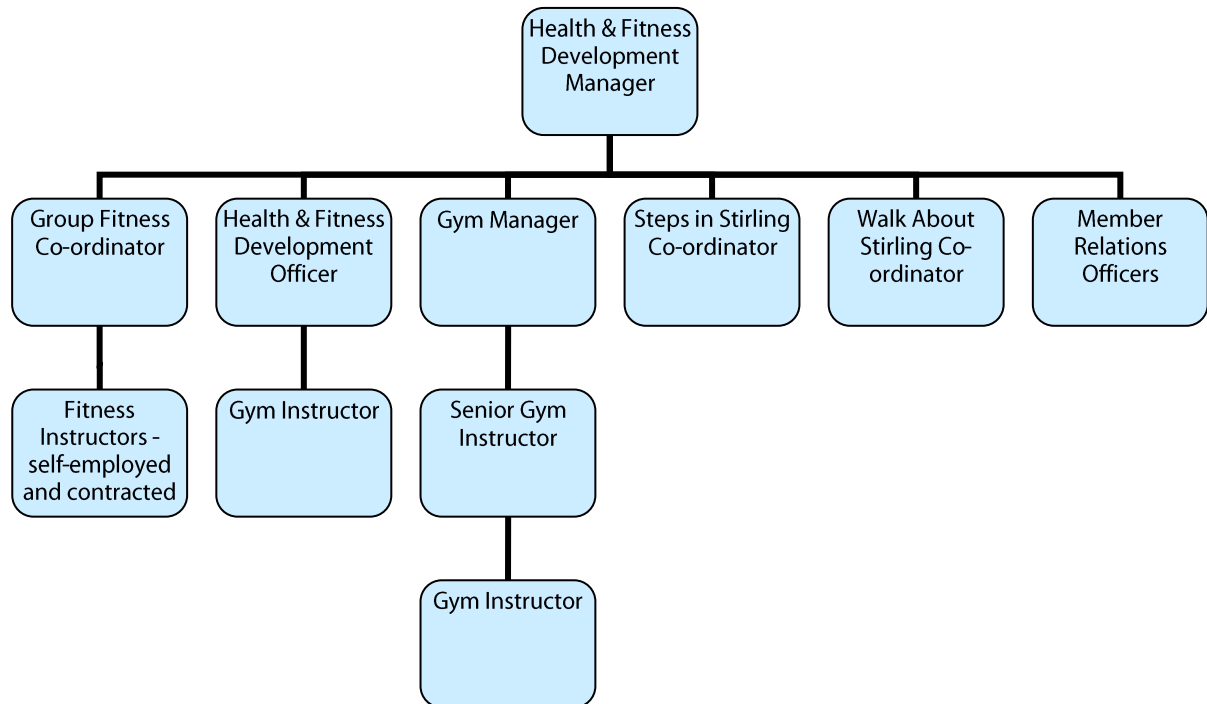
Grade: SCP 69

### 2. OVERALL PURPOSE OF THE JOB

To deliver the provision of high quality group fitness classes both within Active Stirling facilities and the community.

### 3. JOB DIMENSIONS

#### Structure:



#### **4. PRINCIPAL ACCOUNTABILITIES**

1. Provide safe and effective group fitness classes with variety of movements.
2. Provide individualised instruction while leading the entire group fitness class.
3. Attempt to know each exercise participants name, their individual fitness goals and inspire each participant to achieve his or her individual fitness goals to aid customer retention.
4. Represent Active Stirling in a professional and positive manner throughout group fitness delivery ensuring customers receive positive group fitness experiences.
5. To be available to provide cover for classes for holidays/sickness where possible.
6. Vary exercise routines while complying with established formats and standards.
7. Maintain music and microphone volume at an acceptable level. (below 85 decibels as Per Control of Noise Regulations 2005)
8. You undertake to deliver the Services with the diligence, skill and care expected of an experienced and competent group fitness instructor and in accordance with the standards stipulated by your qualification body.
9. You will maintain appropriate and up to date qualifications, and registration with the relevant professional body as required for your provision of the Services. You agree to provide for inspection at any time on request by Active Stirling, a copy of your qualifications and registration with relevant professional body.
10. To identify training needs in conjunction with the Group Fitness Coordinator.
11. To report on the condition of equipment and facilities in order that quality standards and safety are maintained.
12. To act appropriately in emergency situations, including the provision of first aid, and following procedures and reporting arrangements.
13. To listen to our customers and their requirements, responding positively at all times, and reporting customer information to the line manager.
14. To attend group fitness meetings where required

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

#### **5. JOB CHALLENGES AND PROBLEM SOLVING**

(Show range of information handled, problem analysis, forward thinking judgement and creativity).

- Able to work unsupervised
- To work effectively as part of a team
- Able to work to tight timescales
- Able to show initiative and contribute fully to the service

**6. WORKING HOURS**

- Evening and weekend working
- Flexible in approach to working hours
- Provide cover when required

**7. ADDITIONAL COMMENT**

- **Every job description in the organisation will be subject to a review either: on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

## PERSON SPECIFICATION

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Recognised qualification in Exercise to Music</li><li>• Minimum Register of Exercise Professionals (REP's) Registration level 2</li></ul>	<ul style="list-style-type: none"><li>• Current First Aid Certificate</li></ul>
<b>SPECIALIST SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Ability to deal with the public in professional manner</li><li>• Excellent communication skills</li><li>• Excellent interpersonal skills</li><li>• Satisfactory Disclosure Scotland check</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with young people within a group fitness setting</li><li>• Driving Licence</li></ul>