**SENIOR ACTIVE AGEING EXERCISE INSTRUCTOR**

**PART 1: JOB DESCRIPTION**

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| **Job Title:** | **Senior Active Ageing Exercise Instructor** |
| **Location:** | This role is based at HILS’ Letchworth site. 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 may cover HILS’ clients across all of Hertfordshire. |
| **Salary:** | Starting at £13.60 per hour, increasing from 1st April 2025 (exact agreed hourly rate dependent on experience). |
| **Hours of Work:** | 30 – 37.5 hours per week, to be agreed with the candidate. If part time, this must include a Friday each week.  These hours should be 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 responsibilities. Provides shift leadership for Active Ageing Exercise Instructors every Friday and during any periods of leave taken by the Active Ageing Team Leader. |
| **Contacts:** | Internal and external customers; clients; Active Ageing Team; Support Teams. |
| **Role Summary:** | |
| Health & Independent Living Support’s Active Ageing programme provides eight weeks of personalised chair based, strength and balance, and falls prevention exercises to frail, elderly, and disabled adults in their home (one-to-one), and in group settings in the community. It is a highly impactful service which helps people to improve their mobility, strength, balance, independence, and overall quality of life. In this post, you will have direct impact in improving people's lives by providing your clients with the knowledge and tools they need to exercise, and by working with them on motivation and self-belief.  The Senior Active Ageing Exercise Instructor will deliver exercise sessions in client’s homes, and will also support with shift lead cover during any periods of leave taken by the Active Ageing Team Leader, including regular cover on a Friday each week. This role will also be responsible for supporting the onboarding and training of Exercise Instructors, as well as ensuring the effective administration of the programme, and supporting service promotion.  When visiting clients in their own homes the post holder will be expected to adhere to all safety guidelines and any relevant PPE regulations. | |
| **Principle Responsibilities** | |
| **Key responsibilities:**  **Delivery of exercise sessions**   * Conduct home visits to lead chair-based and strength and balance exercises, providing encouragement and support while prioritising client safety. * Communicate effectively and confidentially with clients to understand their personal fitness goals (e.g., improving mobility, enhancing self-care capacity) and assess their current physical health using the Active Ageing Evaluation Form. * Set realistic goals with clients, monitor their progress, and provide ongoing motivation to enhance adherence to the programme. * Adapt exercise sessions to accommodate clients with specific health conditions such as Parkinson’s, Rheumatoid Arthritis, and stroke recovery. * Maintain and update client records regularly to support timely monitoring and evaluation of the service. * Ensure accurate administration of all paperwork and securely send it to the appropriate team member to uphold client confidentiality and data protection standards. * Signpost clients to relevant services based on their individual needs. * Report any concerns regarding a client's wellbeing or ability to complete exercises to the Active Ageing Team Leader.   **Oversight of service administration:**   * Support the Active Ageing Team Leader to ensure effective administration of the service. This may include:   + Monitoring data input into relevant client management systems to ensure adherence with policies and procedures.   + Support new and existing Exercise Instructors with IT systems training.   + Provide ad hoc cover for the administration team from time-to-time in periods of business need.   **Training support:**   * Support the Active Ageing Team Leader to deliver training to new and existing team members. * Provide mentorship to members of the Active Ageing team, as required.   **Promotion & service development:**   * Assist the Active Ageing Team Leader in promoting the service to external colleagues, networks, and potential clients. * Contribute to the design, development, and implementation of service improvements as needed.   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. | |

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| **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**

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| **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)   **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 * Line management experience * Experience of delivering training to individuals and groups |
| **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**

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| **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: We go above and beyond; we work with integrity; and we are caring and compassionate. 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. |

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| **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. |