



## Job description

**Job title:** Trainee Phase 4 Cardiac Rehabilitation Exercise Instructor

**Hourly rate:** Based on experience and qualifications

**Hours of Work:** Fixed-Term Contract – up to 10 hrs per week (flexible to the needs of the service)

**Qualification requirements:** Please follow the link <https://www.bacpr.org/education-training> for detailed information on entry requirements.

### ORGANISATIONAL ARRANGEMENTS

Accountable to: The Chair of the North Gwent Cardiac Rehabilitation & Aftercare Charity (NGCRAC) and to report directly to the nominated Trustee responsible for class management.

#### Key Working Relationships:

- Trustees of the Charity
- Phase 4 Exercise Instructors
- Class Assistants
- NGCRAC Fundraising Committee

### PURPOSE OF POST

To be responsible for supporting our team of Phase 4 Cardiac Rehab Exercise Instructors in the delivery of our weekly programme of community-based classes across North Gwent. The successful candidate will work towards gaining the BACPR Specialist Exercise Instructor qualification by an agreed date.

You will be expected to work alongside our team of Exercise Instructors in planning and designing exercise programmes tailored to meet the needs of Phase 4 Class Members. You will also provide support in monitoring, evaluating and recording members' outcomes.

On successful completion of the course, you will be required to work for the charity for 12 months – hours of work and salary to be renegotiated. If you are unsuccessful the job will be terminated.



## **DUTIES AND RESPONSIBILITIES**

- Ensure adherence to strict health and safety standards that reflect the level of assessment, monitoring and supervision required for this client group.
- Defer to our Exercise Instructors if asked for specialist advice and support from class members on any of the following: lifestyle changes associated with cardiac risk factor reduction; exercise; changes in symptoms and health care management.
- Help build members' confidence and independence and encourage self-help and self-motivation.
- Ensure appropriate and effective communication between yourself and all parties involved in the running of the classes – i.e. Exercise Instructors, Class Members, Trustee responsible for managing the classes, Class Assistants, Chair of the Trustees, Hall Hire personnel.
- Achieve strict time management in the delivery of classes and assessments.

## **PROFESSIONAL DEVELOPMENT**

- You will be required to regularly update the Trustees on your progress with the BACPR specialist training

## **ORGANISATIONAL**

- Demonstrate an active interest in supporting and working in partnership with the Charity.
- Promptly report defective equipment to our Exercise Instructors.

## **EVALUATION**

- Support our Exercise Instructors in the maintenance of relevant databases/registers, including input of information needed for data analysis.
- Support in the review of member satisfaction with the service, assisting in the provision of reports on trends identified and subsequent actions.

## **COMPETENCE**

- Be responsible for limiting your actions to those that you are qualified and competent to undertake. If you have any doubts about your competence in performing your duties, you should immediately speak to the Chair of the Trustees.

## **REGISTERED PROFESSIONAL**

- To register and maintain BACPR accreditation and meet the ongoing requirements for professional registration.



### **RECORDS MANAGEMENT**

- You have a legal duty of confidentiality regarding members' personal information. You should consult the Chair of the Trustees if you have any doubts as to the correct management of this data.

### **HEALTH AND SAFETY REQUIREMENTS**

- There is a duty of care for your own personal safety and that of others who may be affected by their acts or omissions.
- To immediately report any hazardous situations or defective equipment to the Chair of the Trustees.

### **FLEXIBILITY STATEMENT**

- The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.
- The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances following consultation with the post holder.

### **CONFIDENTIALITY**

- There is a legal requirement to maintain the confidentiality of Class Members in accordance with the Charity's policies. The unauthorised use or disclosure of members' details or other personal information is regarded as gross misconduct, and in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

### **EQUALITY**

- The Charity will take all practicable steps to ensure that applicants for this post are recruited, managed, and rewarded on merit and that equal opportunities are given.
- Each person formally associated with the Charity is responsible for their own professional and personal behaviour and there is a requirement to conduct themselves in a manner that does not cause offence to another person or in a way that could bring the charity into disrepute.

**Date approved**.....

**Approved by**.....

**Review date**.....



## PERSON SPECIFICATION

<b>Qualifications/skills</b>	<b>Job Requirements</b>
Qualifications/ Training/Education	Level 3 exercise or fitness instructing qualification. OR Diploma or Degree in Sports Science or other sport-related subject that includes anatomy and physiology subjects PLUS Level 2 Exercise qualification recognised by CIMSPA.  DBS checked.  Basic Life Support and Automated External Defibrillator trained.
Experience	Experience of teaching land-based exercise to adults (minimum 150 hours in the past 2 years), as per BACPR Level 4 training requirements
Skills/Knowledge	Excellent written and verbal communication skills.  Able to speak in a clear and articulate manner, and deal with people in a courteous way.  Able to produce good-quality, error-free documentation and records in a timely manner.  Good time management, planning and organisational skills.
Personal Qualities	Able to work confidently and effectively individually and as a member of the Charity's team.  Able to demonstrate accuracy and attention to detail.
Other job requirements	Willingness to be flexible.  Car driver with access to a vehicle is essential.