

A map of Scotland is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The triangles are blue, yellow, green, pink, and purple. The top of the map is partially obscured by a dark grey banner.

Recruitment Pack for

Exercise to Music Instructor

Hours: 10 hours per week
Location: Kelso Swimming Pool
Closing Date: 4th February 2024
Job Ref No: 0790
Salary: Grade 4 MRP £17.06 per hour

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Department
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form on our website at www.liveborders.org.uk/get-involved/jobs/. Please complete both and return to recruitment@liveborders.org.uk

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title:	Exercise to Music (ETM) Instructor
Reporting to:	Centre Manager/ Duty Manager

Job Purpose:

Responsible for providing our customers with a safe fitness class environment, enhancing their fitness class experience, helping our customers to enjoy being physically active and achieve their personal goals whilst promoting the benefits of physical activity.

Responsibilities:

1. Deliver high quality fitness classes as and when required to satisfy the needs of the membership;
2. Deliver excellent customer service by approaching, welcoming and interacting with all customers participating in the fitness class environment;
3. Adhere to the Fitness class standards mapped out by the Centre;
4. Responsible for promoting fitness classes in order to achieve business and financial targets;
5. Interact with customers, offering advice and encouragement to promote the benefits of regular physical activity to encourage them to achieve their goals and maintain or increase regular visits to the class environment.
6. Ensure the safety of Fitness class customers by making sure any equipment is clean and safe to use. Report and record faults with the centre staff.
7. Attend training courses and educational workshops as and when required from the Centre.
8. Build and maintain good working relationships with colleagues within the organisation.
9. Be aware of practices in other Trusts and within the industry and adopt best working practices wherever relevant, recommending and presenting business cases.
10. Ensure that services are delivered with a customer focused ethos.
11. Comply with, and ensure compliance with, all Live Borders policies and procedures.
12. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.

This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Other details:

Requirement to work out of hours or weekends – Yes regularly. However, our facilities are open from early morning to late evening and our customers expect a full programme of ETM classes in the early mornings/ evenings and weekends

Person Specification:

EDUCATION			
Essential	Assessed by	Desirable	Assessed by
		Members of recognized relevant professional body	App
		Exercise to Music Level 2 qualification (Training will be given to the right candidate)	App/ Int
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by
Ability to plan, programme and deliver fitness classes to the highest standards	App/ Int	Experience of developing fitness programming	Int
Experience of working in a customer service role with ability to deliver first class service	App	Experience working with communities and delivering to meet their needs	Int
		Experience gained within a charitable, leisure/ cultural trust	App
		Experience of delivering services that are compliant with health and safety	Int
SKILLS AND KNOWLEDGE			
Essential	Assessed by	Desirable	Assessed by
Ability to communicate clearly and effectively	App/ Int	Knowledge of industry sector and up to date with best practice	Int
Ability to motivate others in a class environment	App/ Int	Understanding of the needs of customers	Int
Ability to work effectively as a member of the team	App/ Int	Understanding of Health and Safety requirements	Int
Ability to persuade and influence to drive business and improve fitness class numbers	App/ Int		

App = Application

Int = Interview

SUMMARY OF CONDITIONS OF SERVICE

Location:	Kelso Swimming Pool (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	10 hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.