

**JOB DESCRIPTION
STRENGTH AND BALANCE EXERCISE INSTRUCTOR**

RESPONSIBLE TO:	FALLS PREVENTION PROGRAMME CO-ORDINATOR
RESPONSIBLE FOR:	TEAM OF VOLUNTEERS
WORKS CLOSELY WITH:	COMMUNITY & ENHANCED DAYCARE SERVICES MANAGER AND ACTIVE AGEING ASSISTANT
SALARY:	£20,172 plus up to 7% pension contribution
HOURS:	36 HOURS PER WEEK ON FLEXIBLE BASIS TO INCLUDE SOME EVENINGS & WEEKEND WORK
DURATION:	Fixed Term to 31 March 2019 (Extension subject to availability of funding)

OVERALL JOB PURPOSE

To develop and deliver a community based falls prevention strength and balance exercise programme for an ageing population across a variety of settings in Bolton, aimed at preventing falls and providing falls prevention awareness sessions. The post holder will be responsible for developing, organising, delivering and monitoring a number of weekly classes to improve the health and well-being of older adults, in particularly to build their strength and balance to reduce their risk of falls.

KEY RESPONSIBILITIES

1. To deliver a programme of Otago and Postural Stability (PSI) based sessions at selected community venues throughout the borough to those people who have been identified by relevant health professionals as well as self-referrals
2. To help to identify new opportunities for the development and delivery of Otago and PSI based falls prevention programmes
3. To screen and assess the exercise capacity of those people participating in group exercise, tailor and adapt sessions as appropriate and monitor progress.
4. To carry out risk assessments of delivery venues
5. To actively encourage participation in the community and communicate effectively with participants to promote long term adherence and progression of exercise programmes, eliciting and recording participants' feedback.

6. To induct, supervise, support and develop volunteers helping with classes and promotion and build capacity and skills within the local community to sustain an effective falls prevention programme.
7. To maintain effective attendance registers and up to date participant records in accordance with Data Protection and Age UK Bolton Data Privacy and Confidentiality policies and procedures.
8. To put in place systems and procedures (using information technology) to record and collate output, outcome and quality measures in accordance with Data Protection and Data Sharing Protocols observing Age UK Bolton Privacy and Confidentiality policies at all times.
9. To support the Falls Prevention Co-ordinator, utilising the above information, to assess and evaluate the effectiveness of falls prevention exercise delivery providing monthly reports to the management of Age UK Bolton and other partners on request.
10. To provide care and dignity to participants at all times, whilst taking into account individual needs
11. To act as a First Aider and maintain up to date training and membership qualifications for appropriate bodies, in line with new fitness initiatives, the delivery of your role and the programme and your own personal and professional development.
12. To deliver health promotion talks and demonstrations to groups in the community and provide appropriate information which aims to increase participation in falls prevention activities.
13. To attend multi- disciplinary team meetings, working with colleagues to review, share, progress learning and enable networking opportunities and good practice development
14. To proactively market and promote the range of community services offered by Age UK Bolton and its partners where appropriate, to support individuals to retain, regain and develop the skills to manage and improve their lives and environment.
15. To assist with the planning and coordination of wellness events across the borough
16. To ensure all duties and responsibilities associated with the post are carried out in accordance with health and safety guidelines and good practice and compliance at all times with all relevant Age UK Bolton policies, procedures and Quality standards.
17. To develop and sustain effective relationships with clients, their carers and families, volunteers, Age UK colleagues, NHS colleagues, other partners and the wider community in order to promote the safety, independence, health, well-being and personal development of older people in Bolton.
18. Other duties as directed by the Falls Prevention Programme Co-ordinator and the Chief Executive which are consistent and commensurate with the responsibilities of the post and the needs and development of the Falls Prevention Programme.

PERSON SPECIFICATION
Strength and Balance Exercise Instructor

ESSENTIAL CRITERIA	ASSESSMENT METHOD
KNOWLEDGE & SKILLS	
Excellent verbal and written communication skills	Application/Interview
Good organisational skills to manage workload effectively.	Application/Interview
Strong relationship building and networking skills	Application/Interview
Understanding of and empathy with the issues affecting vulnerable older people	Application/Interview
Understanding of promoting the independence of older people	Application/Interview
Ability to deliver structured physical activity sessions.	Application/Interview/Test
Committed to customer care and providing an efficient and effective quality service.	Application/Interview
Ability to provide clear written and verbal reports.	Application/Interview
Ability to collect and collate data to improve services and ability to present information in a range of formats for a variety of audiences	Application/Interview
Strong understanding of confidentiality, safeguarding and health and safety policies	Application/Interview
Understanding the concept of risk stratification and assessment in the application of exercise referral	Application/Interview
Ability to exert moderate to intense physical effort for frequent periods throughout the working day.	Application/Interview
Conscientious and reliable.	Application/Interview
Ability to work independently and as part of a team.	Application/Interview
Good communication/ interpersonal skills with the ability to motivate and interact effectively with individuals with risk factors/medical conditions.	Application/Interview
EXPERIENCE & QUALIFICATION	ASSESSMENT METHOD
Accredited GP Exercise Referral Qualification	Application/Interview/certificate
Otago and/or Strength and Balance Leader Qualification	Application/Interview/certificate
Postural Stability Instructor Qualification (PSI)	Application/Interview/certificate
Member of the Register of Exercise Professionals.	Application/Interview/certificate
First aid Certificate	Application/Interview/certificate
Good standard of education	Application/Interview/certificate
Experience of supervising and developing staff and or volunteers	Application/Interview

At least one year's experience of delivering and developing sustainable exercise programmes	Application/Interview
Observing clients during exercise and reacting appropriately.	Application/Interview
Ability to remain calm when faced with challenging situations with a common sense and practical approach to problem solving	Application/Interview
Providing fitness instruction and designing a range of programmes for clients within a leisure centre/community/clinical setting	Application/Interview
Experience of partnership working.	Application/Interview
Friendly & outgoing with an innovative working style with enthusiasm for promoting exercise in a fun and engaging environment.	Application/Interview
Ability to drive with access to a vehicle for business use	Application/Interview
WORK RELATED CIRCUMSTANCES	ASSESSMENT METHOD
Willingness and ability to work flexibly including some evenings and weekends	Application/Interview
Self-motivated and enthusiastic.	Application/Interview
A proactive approach to the personal development of oneself and others	Application/Interview
Able to use own initiative within an agreed framework and work unsupervised.	Application/Interview
Able and willing to handle cash/payments and keep attendance records accurately	Application/Interview
Ability and willingness to work across a variety of delivery locations across Bolton according to the needs of the service.	Application/Interview
Knowledge and ability to move equipment required for activity sessions safely.	Application/Interview
Valid Register of Exercise Professional Insurance	Application/Interview
Willingness to maintain a professional appearance at all times	Application/Interview
Willingness to work alone in accordance with Age UK Bolton's Lone Working policy	Application/Interview
DESIRABLE CRITERIA	ASSESSMENT METHOD
Experience/observations working with stroke survivors within the previous 2 years.	Application/Interview
Observation of an exercise and fitness after stroke programme within a community setting.	Application/Interview