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**Westminster Physical Activity Referral Instructor**

**JOB DESCRIPTION**

**MAIN PURPOSE**

Working on the Westminster Physical Activity Referral Service (PARS) helping to support adults 18+ with long term conditions to be physically active by delivering 1:1 support and group exercise from one of the leisure centres on the framework.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

* Work to procedures set out in the National Quality Assurance Framework (NQAF) for Exercise Referral Schemes
* Assist the Exercise on Referral Coordinator with visits to GP surgeries, and to support the Programme’s work and objectives
* To establish and maintain good relationships with participants, motivating and encouraging participants on the Physical Activity Referral Scheme to adhere to a regular physical activity programme
* Carry out pre and post scheme assessments of participants and devise appropriate activity plans for each individual
* Refer participants to other services where appropriate
* Ensure that appropriate standards of conduct are complied with at all times
* Assist in the communication and promotion of the schemes services
* Assist in the development of the Physical Activity on Referral scheme through innovative ideas
* Be aware of your role in managing emergencies, accident reporting and report defects as necessary
* Deal with complaints in a sensitive manner, promptly and politely in accordance with Everyone Active guidelines
* Champion in role and take personal responsibility for all hygiene, health and safety policy and procedure relevant to position, while on shift

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Strong Communication skills with special population groups
* Ability to take anthropometric measurements
* Ability to record and report accurate data

**2. KNOWLEDGE**

* Knowledge and understanding of Public Health
* Knowledge of Behaviour Change techniques
* Understanding of relevant health and safety
* Good oral, numerical and written skills
* Understanding of and commitment to Equal Opportunities and managing diversity

**3. EXPERIENCE**

* Experience as a Physical Activity Referral Instructor (Desirable)
* Experience working for Public Health services (Desirable)
* Experience supporting people to change their behaviour
* Experience working with people with long term health conditions

**4. QUALIFICATIONS**

* Level 3 Exercise Referral Instructor (Essential)
* Level 4 Obesity and Diabetes (Desirable)
* Mental Health First Aider (Desirable)
* Emergency First Aider (Desirable)
* Degree qualified (desirable)

**5. SPECIAL CONDITIONS**

* Be willing to work evenings and weekends as appropriate

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.