

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	- Exercise Referral Advisor
TEAM	- Fitness
WORKING BASE	- Across Sites
RESPONSIBLE TO	- Exercise Referral Coordinator

OVERALL PURPOSE OF JOB

- To ensure the smooth running of the Exercise referral programme at South Downs Leisure sites and assist the Exercise Referral coordinator with performance figures as required.
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MAIN RESPONSIBILITIES

Job Specific duties

- Understanding of current Exercise Referral and NICE guidance (essential).
- Provide monthly, quarterly and annual figure of the programme to the Exercise Referral Coordinator.
- Ensure monthly targets are met.
- Attend Group Exercise Instructors and Fitness Advisors meetings and other meetings when required.
- Assist with outreach projects when needed, including presenting information about the scheme at community events.
- Be prepared to work at evening and weekends (including cover Fitness Advisor shifts and Group Exercise classes where required).
- Undertake other duties as may reasonably be allocated by the management team

Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about products sold and building customer loyalty with regular visitors.
- Work closely with the Management Team by communicating regularly and implementing systems.

General

- Provide a high-quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- Adhere to and keep up to date with all job-related Health & Safety legislation and requirements.



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Leisure

www.southdownsleisure.co.uk