highlife highland na gàidhealtachd | MAKING LIFE BETTER

i-care integrity community accountability respect example

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Tutor/Coach (Fitness Classes)

SALARY: £20.13 per hour

HOMEWORKING: This post is not suitable for homeworking

JOB PURPOSE: To provide holiday, sickness and training cover for permanent members of staff. You will be employed by High Life Highland on a casual basis, as and when required, there are no set hours. As a relief worker with High Life Highland, you are free to choose whether to take on work when it is available, and the Charity is under no obligation to offer work to you.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Instruct and guide customers through courses and classes appropriate to their abilities of fitness and skill, including the necessary pre-planning;
- Instruct and guide customers in accordance with National Governing Body guidelines of good practice in the sport;
- Ensure a risk assessment is carried out prior to any activity, and appropriate precautions adopted to minimise unnecessary risk, including checks of any equipment to be used;
- Ensure customers are made welcome to their activity, enjoy their activity, and have opportunity to seek individual advice and guidance concerning the ongoing practice of related activities;
- Maintain registers, records and statistics of activities in line with established procedures;
- Know and comply with the Normal Operating Procedure and Emergency Action Plan for any facility where activities are taking place;
- Taking fees for customer activities and accounting for monies by adopting established procedures;
- Setting up and tidying away of equipment.
- Pursue continuous professional development and contribute to the continuous improvement High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.

- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Leisure team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: April 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. EXPERIENCE

- Experience with working with a variety of age groups at an appropriate level.

2. EDUCATION AND QUALIFICATIONS

- Coaching qualifications appropriate to leading agreed activities
- Current First Aid Certificate.

3. SKILLS/ATTRIBUTES GENERAL

- Reliability;
- Ability to work on own initiative;
- Excellent communication skills.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of Child and Vulnerable Adult protection procedures;
- Knowledge of agreed sports, including the sources of risk associated with these sports.

5. INTERPERSONAL AND SOCIAL SKILLS

- An inspirational personality that engenders enthusiasm and trust.