

Lancaster City Council - Job Description & Person Specification

Job Title:	Weight Management Exercise Coach	Grade:	GG57	Job Code:	LCC869
Service/Team:	Salt Ayre Leisure Centre – Weight Management	Role Type:	FIXED	Reports to:	Weight Management Programme Manager
Line Manages:	N/A				

Job Overview

To support service users completing the Weight Management Programme by providing tailored exercise support as part of their 3-month free gym membership. The postholder will deliver 1:1 gym inductions, create and monitor personalised training programmes, and provide ongoing motivation and guidance to encourage long-term participation in physical activity.

The role also includes follow-up contact with service users (phone/email), maintaining accurate records, and assisting on the gym floor to ensure a safe and supportive environment.

Direct Responsibilities

- Deliver tailored 1:1 gym floor inductions for service users completing the WM programme.
- Design safe, progressive training programmes that take into account health conditions, injuries, and individual goals.
- Provide ongoing reviews, support, and adaptations to training plans.
- Make follow-up calls/emails to monitor progress, encourage adherence, and answer queries.
- Maintain accurate records of appointments, attendance, and outcomes.
- Support the wider gym floor environment by offering advice, guidance, and supervision to service users when not delivering 1:1s
- Promote safe and effective use of gym equipment and facilities.
- Assist with the transition of service users into independent gym use and ongoing membership.
- Contribute to monitoring and evaluation of the scheme through data collection and feedback.

Primary Measurable Objectives

- Number of service users booked for gym inductions within agreed timeframe
- Completion and quality of personalised training plans
- Follow-up contact made at agreed intervals (eg. weeks 4, 8, 12)
- Service user satisfaction and progressions towards goals
- Contribution to retention rates after completion of the free pass

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Staff Management Responsibilities
<ul style="list-style-type: none">• n/a

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>Level 3 GP Exercise Referral Qualification (or equivalent recognised by CIMSPA)</p> <p>Level 3 Personal Trainer Qualification</p>		App Form, Interview, Certificate
Experience	<p>Experience of delivering 1:1 fitness consultations and gym inductions.</p> <p>Experience of tailoring exercise programmes for clients with health conditions, injuries, or low fitness levels.</p> <p>Experience of working in a customer-facing environment.</p>		App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Knowledge of safe and effective exercise for a range of health conditions and special populations.</p> <p>Awareness of safeguarding, confidentiality, and data protection requirements.</p> <p>Good IT skills for record-keeping and communication.</p> <p>Ability to motivate and build confidence in service users who may be new to exercise.</p> <p>Ability to adapt training plans to suit individual needs and abilities.</p>	Knowledge of local health initiatives and referral pathways	App Form, Interview

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	<p>Good organisational skills to manage appointments and records.</p> <p>Ability to work effectively as part of a team and independently.</p>		
<p>Personal Attributes Including Interpersonal & Communication Skills</p>	<p>Strong communication and interpersonal skills.</p> <p>Empathetic, supportive, and approachable manner.</p> <p>Positive, encouraging and motivational.</p> <p>Professional, reliable and organised.</p> <p>Flexible and willing to work evening and weekends.</p>		App Form, Interview
<p>Special Requirements/Other</p>			App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	