



PART TIME Sessional Aerobics Teacher Required

Recruitment Details

We are recruiting an **Aerobics Teacher** to join our dynamic and experienced team to meet the outcomes of the GRIP (Grassmarket Recreational Inclusion Programme) designed to improve the quality of life, self-confidence and well-being of our members by enhancing and extending the quality and quantity of the physical activities we offer. Our members are adults with a wide range of support needs.

This post is paid at a sessional rate of £50 per session and the successful candidate would be sub-contracted as a self-employed contractor. The contract would last initially until 31st December – thereafter subject to funding a new contract may be issued. Annual leave and sickness benefit entitlement is not included in the terms and conditions.

Hours: **2 hours delivery per week – preferably 4-6pm on Friday (but can be negotiated for the right candidate)**

Rate of Pay: **£50 per session**

Application Process:

Please ensure you have read the Job Description below fully before applying.

Please submit a CV of no more than 4 x A4 pages long with a covering letter of no more than 1 page long [excessively long CV's and covering letters will result in immediate de-selection].

Your covering letter should address the questions as to what interests you about the post and what skills and experience you would bring to the organisation if offered this post.

Closing date for Applications is: **5pm Monday 26th September 2016**

Interviews will be held: **Friday 30th September 2pm to 6pm**

For more information contact: nicky@grassmarket.org Tel. 0131 225 3626
www.grassmarket.org/recruitment

PART TIME Sessional Aerobics Instructor - Job Description

Background

Grassmarket Community Project takes an innovative approach to providing sanctuary and support to participants many of whom are amongst the most vulnerable of our citizens. Through mentoring, social enterprise and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and reconnect with themselves, members and the wider community.

Our vision is to create an environment where people can realise their full potential and re-connect with themselves, members and the wider community.

- People feel valued and every person is given dignity.
- People feel cared about and can move towards independent living without feeling abandoned or isolated.
- People can be confident to trust and value their own decisions, overcoming a poverty of expectation and ultimately realising their own potential.
- People can build a life which reduces dependence on members, gaining self-reliance.
- There is a commitment to be involved with individuals, meeting and welcoming them within the local community.

Grassmarket Community Project takes an innovative approach to creating community and providing sanctuary and support to participants many of whom are amongst the most vulnerable of our citizens. Through mentoring, social enterprise, training and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and move away from cycles of failure.

Our project is based in the heart of the Old Town in Edinburgh, in the Grassmarket. We work with over 250 people per year and deliver on average 800 hours of support per month. Last year we provided 8,500 free meals.

Key to the way we work is to break down the barrier between volunteers and clients – all are members and we encourage people who initially feel they are “clients” to become volunteers and therefore contribute to, rather than receive from the project.

Funding

The role of Sessional Aerobics Teacher is being funded until December 2016

Role Purpose

The overall purpose of the role of Sessional Aerobics Teacher is to support the development of *Grassmarket Community Project* as a supportive community where people can realise their full potential and re-connect with themselves members and the wider community. There will be particularly emphasis on developing physical activity which is safe, inclusive and enjoyable.

Key Tasks and Responsibilities

Specific

- Explain and enforce safety rules and regulations governing sports, recreational activities, and the use of equipment in strict accordance with Grassmarket Community Project's guidelines and advice.
- Offer alternatives during classes to accommodate different levels of fitness.
- Plan routines, choose appropriate music, and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
- Observe participants and inform them of corrective measures necessary for skill improvement.
- Teach proper breathing techniques used during physical exertion.
- Instruct participants in maintaining exertion levels in order to maximize benefits from exercise routines.
- Establishing and Maintaining Interpersonal professional relationships -- Developing constructive and cooperative working relationships with members, colleagues members, and maintaining them over time.
- Identifying the developmental needs of members and coaching, mentoring, or otherwise helping members to improve their knowledge or skills.
- Providing personal assistance, medical attention or emotional support to members if required.
- Providing information to supervisors and co-workers by telephone, in written form, e-mail, or in person.

Member Engagement

- Actively encourage members to participate fully in the group and other groups available
- Encourage positive behaviour in groups and challenge inappropriate behaviour as required
- Signpost members to alternative sources of help available or the appropriate member of GCP staff
- Engage with members to actively solicit and encourage their opinions and feedback

Member Activity

- Manage and organise group activities within the project as directed
- Ensure that practical arrangements are in place to support the programme

Monitoring & Evaluation

- Maintain clear and accurate records
- Complete or ensure the completion of Evaluations for every session.
- Attend one-to-one supervision a minimum of once per 10 sessional contract
- Provide information required for funding applications and monitoring

General

- Manage a varied workload with, at times limited resources, requiring a creative and flexible approach.
- Manage resources allocated to their service
- Provide assistance with Fundraising applications as required
- Assist with presentations to external groups as required
- Undertake any other reasonable duties as defined by the Members Manager

Line Management

- The post holder reports to the Members & Volunteers Manager
- The post holder has no direct reports

Terms and Conditions

Location:	86 Candlemaker Row, Edinburgh (other locations as required)
Reports to:	Members and Volunteer Manager
Annual Leave:	This post is paid at an enhanced sessional rate and annual leave and sickness benefit entitlement is not included in the terms and conditions.
Hours:	2 hours per week
Salary:	£50 per hour x 2 hours per week (delivery) for 10 weeks.

Contract will be awarded for a term (block) followed by a minimum of 2 weeks break and further block may be awarded subject to funding, performance and measured need of the members and the project.

Aerobics Teacher- Personal Specification and Critical Competencies

Critical Competencies	
The ability to communicate information and ideas in speaking so others will understand.	Essential
The ability to exert yourself physically over long periods of time without getting winded or out of breath.	Essential
Ability to relate to people who have experienced homelessness and/or have issues with addiction, mental health, repeat offending etc.	Essential
Ability to provide individuals with appropriate information, practical help and emotional support in a sensitive and non-judgemental and personable manner.	Essential
Commitment to working within the ethos of the Grassmarket Community Project	
Experience of working with vulnerable people in a community setting	Essential
Ability to effectively communicate and work with a wide range of organisations and people including the business community, statutory and voluntary organisations, donors and homelessness projects	Essential Essential
Ability to manage challenging behaviour in a constructive and non-violent way	Essential
Technical knowledge/education	
A qualification in or working towards a qualification in Sports, Fitness, Community Education or related discipline	Desirable
Experience required for the role	
Experience of working in groups and one to one using a variety of resources	Essential
Experience of working with and managing volunteers	Desirable
Experience of the varied and complex issues of working with vulnerable adults	Essential
Experience of working within a team	Essential
Experience in facilitating recreational activities or educational classes	Desirable
Aptitude and attitude	
Ability to work independently and autonomously	Essential
Positive thinker and creative problem solver	Essential
Conscientious, practical, committed and hard working	Essential
Ability to plan and prioritise workloads and cope under pressure	Essential
Able to use Office Applications to a high standard	Desirable
Excellent organisational skills	Essential
Excellent listening and communication skills	Essential