

Disgrifiad Swydd

Teitl y Swydd	Hyfforddwr Gweithgarwch Corfforol Canolfannau Lles
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 pro-rata
Pwrpas y Swydd	- bydd Hyfforddwr Gweithgarwch Corfforol y Canolfannau Lles yn gyfrifol am gynllunio a darparu sesiynau Gweithgarwch Corfforol mewn ardal a chyfleuster dynodedig, gyda'r nod cyffredinol o gyfrannu at wella iechyd a lles dinasyddion Ceredigion - cefnogi'r gwaith o gyflwyno'r Cynllun Cenedlaethol i Atgyfeirio Cleifion i Wneud Ymarfer Corff (NERS) mewn ardal ddynodedig a darparu llwybr ymadael i gleientiaid drwy ddosbarthiadau cynnal - cefnogi'r Gwasanaeth Canolfannau Lles i ddarparu cyfleoedd gweithgarwch corfforol penodol a chyffredinol, gan gynnwys rhaglenni mewn canolfannau a rhaglenni allgymorth, ledled y sir ac mewn partneriaeth â rhanddeiliaid statudol a gwirfoddol allweddol
Lleoliad	Canolfan Hamdden Plascrug
Oriau Gwaith	0 awr
Math o Gytundeb	Achlysurol
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cydlynnydd Canolfannau Lles Gweithrediadau a Datblygu (Gogledd)
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Gwaith gyda'r nos ac ar benwythnosau ar rota <i>Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc agored i niwed i sicrhau eu bod mor ddiogel ag y gallant fod. Rydym ni a'n sefydliadau addysgol yn cydnabod bod gan blant a phobl ifanc hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a byddwn yn gofyn am Wiriad Manwl gan y Gwasanaeth Datgelu a Gwahardd (DBS), a elwid gynt yn CRB.</i>

Goruchwyllo

- goruchwyliaeth briodol o'r dinasyddion sy'n mynychu sesiynau gweithgarwch corfforol a dosbarthiadau yn unol â gweithrediadau gweithredu a meini prawf yr ALI

Rheoli Ansawdd a Pherfformiad

- sicrhau bod ymwelwyr â Chanolfan Lles neu sesiynau gweithgarwch corfforol allgymorth yn cael profiad cadarnhaol
- ymddwyn mewn modd proffesiynol ac yn unol â chod ymddygiad yr Awdurdod Lleol
- cael adborth gan ddinasyddion sy'n mynychu sesiynau gweithgarwch corfforol i sicrhau bod y rhaglen yn gyfredol ac yn bodloni gofynion y cyfranogwyr

Cyfathrebu

- darparu cyfarwyddyd clir sy'n sicrhau bod dinasyddion yn ymgymryd â'u sesiwn gweithgarwch corfforol yn ddiogel ac yn cael profiad cadarnhaol
- helpu i farchnata a hyrwyddo'r holl sesiynau a gwasanaethau yn y ganolfan les

Gweithredol

- bod yn gyfrifol am gyflwyno sesiynau gweithgarwch corfforol yn unol â gofynion sylfaenol rhaglen gyflawni'r Awdurdod Lleol
- helpu i gyflwyno'r rhaglen NERS a chefnogi trosglwyddiad esmwyth i ddosbarthiadau cynnal a ddarperir yn y cyfleuster
- cyflwyno rhaglenni cynefino ar gyfer defnyddwyr ystafelloedd ffitrwydd
- cydlynu a darparu sesiynau hyfforddi personol i gleientiaid gan gynnwys ymgynghoriad cychwynnol, rhaglennu, cyngor ynglŷn â maeth a darparu'n ymarferol
- gosod a newid offer i sicrhau bod y rhaglenni'n rhedeg yn esmwyth
- gweithio gyda rhanddeiliaid a phartneriaid i gyflwyno sesiynau â ffocws ar gyfer cynulleidfaoedd wedi'u targedu
- sicrhau diogelwch a lles yr holl ddefnyddwyr a chyfranogwyr ar bob adeg a chydymffurfio â pholisïau'r Cyngor
- helpu i ddarparu darpariaeth gynhwysol ledled ardal y Ganolfan
- sicrhau bod yr holl weithgareddau a gweithrediadau yn cael eu cyflawni yn unol â gweithdrefnau gweithredu a pholisi lechyd a Diogelwch y ganolfan
- bod yn hyblyg o ran oriau gwaith fel y'u dyrennir drwy rota i gwmpasu gofynion y gwasanaeth, yn ogystal â chyfleusterau eraill o fewn y Gwasanaeth Canolfannau Lles
- bod yn llysgennad ar gyfer y Gwasanaeth Canolfannau Lles / Porth Cymorth Cynnar a Chyngor Ceredigion ar bob adeg, trwy gynorthwyo gyda chyfathrebu a/neu gysylltu â staff mewn adrannau gwasanaeth, uwch reolwyr, Aelodau Lleol, aelodau o'r cyhoedd ac asiantaethau eraill
- mynychu hyfforddiant a chymryd rhan yn eich datblygiad proffesiynol parhaus eich hunain i wella'r ddarpariaeth a'r cyfleoedd a ddarperir i ddinasyddion yn y Ganolfan Les
- meddu ar wybodaeth a dealltwriaeth dda o dueddiadau'r diwydiant mewn perthynas â chynlluniau, rhaglenni a dosbarthiadau newydd
- helpu i gynnal a chadw'r offer a'r adnoddau yn y cyfleuster
- ymgymryd ag unrhyw ddyletswyddau a swyddogaethau eraill o'r fath a all gael eu neilltuo

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- addysg gyffredinol o safon dda ar lefel TGAU - cymwysterau Hyfforddwr Campfa a/neu Hyfforddi Personol neu gyfwerth - unrhyw gymwysterau sy'n seiliedig ar ddosbarthiadau ffitrwydd – troelli, pwysau tegell (<i>kettlebells</i>), hyfforddiant cylchol, <i>boxercise</i>, <i>zumba</i> ac ati	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn 2 flynedd
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- mae'r gallu i gyfathrebu yn Gymraeg ac yn Saesneg yn hanfodol - sgiliau gwranddo a sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig, ac yn fedrus wrth ddefnyddio rhaglenni TGCh - dealltwriaeth o'r sector hamdden - y gallu i nodi a blaenoriaethu anghenion unigolion i wella eu hiechyd a'u lles - y gallu i feithrin perthynas â phlant a phobl o bob oed, teuluoedd a grwpiau a'u cymell i ddod yn gorfforol actif ac aros yn gorfforol actif - y gallu i weithio'n annibynnol ac yn rhan o dîm - lefel effeithiol o sgiliau rhyngpersonol - dealltwriaeth o bwysigrwydd cyfrinachedd - cydnabod gwerth datblygiad proffesiynol parhaus	
Profiad Hanfodol	- profiad o ddarparu sesiynau gweithgarwch corfforol amrywiol - profiad o greu a darparu rhaglenni hyfforddi personol - profiad o gynorthwyo gyda rhaglenni NERS a chynlluniau ymyrraeth ieuchyd eraill - profiad o gyfathrebu gyda phobl o bob oed wyneb yn wyneb, dros y ffôn, neu'n ddigidol	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	parodrwydd i fynychu cyrsiau yn ôl yr angen	

Dymunol	
Cymwysterau / Hyfforddiant	aelod o Gofrestr y Gweithwyr Ymarfer Corff Proffesiynol (REPS)
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Wellbeing Hubs Physical Activity Instructor
Service	Porth Cymorth Cynnar
Grade	6
Spinal Point/s	7 - 10
Salary	£26,403 - £27,694 pro-rata
Job Purpose	- the Wellbeing Hubs Physical Activity Instructor will have responsibility for planning, and delivering Physical Activity sessions in a designated area and facility, with an overall objective of contributing to an improvement in the health and wellbeing of the citizens of Ceredigion - to support the delivery of the National Exercise Referral Scheme (NERS) in a designated geographical area and provide an exit route for clients via maintenance classes - to support the Wellbeing Centre Service in providing focussed and universal provision of physical activity opportunities, including centre based and outreach programmes, throughout the county and in partnership with key statutory and voluntary stakeholders
Location	Plascrug Leisure Centre
Hours of Work	0 hrs
Type of Contract	Casual
Contract Duration	Permanent
Line Managers Job Title	Coordinator Wellbeing Hubs Operations & Development (North)
Supervisory/Managerial Responsibilities	None
Accountability	
Contractual Terms Associated with the Post	Evening and Weekend work on a rota <i>Safeguarding and protecting children are key priorities for us. Our aim is to support vulnerable children and young people to ensure they are as safe as possible. We and our educational institutions recognize that children and young people have the right to be protected and we will take steps to protect their welfare. All members of staff and volunteers are expected to share this commitment, and we will request a Detailed Check from the Disclosure and Barring Service (DBS), formerly CRB.</i>

Duties and Responsibilities

Supervisory

- to provide appropriate supervision of citizens that attend physical activity sessions and classes in accordance with operating procedures and LA criteria

Quality & Performance management

- to ensure that visitors to a Wellbeing Centre or outreach physical activity sessions have a positive customer experience
- conduct yourself in a professional manner and in line with the LA code of conduct
- to obtain feedback from citizens that attend physical activity sessions to ensure the delivery of the programme is current and meets the demands of the participants.

Communication

- to provide clear instruction that ensures citizens undertake their physical activity session safely and have a positive experience
- assist with the marketing and promotion of all sessions and services within the wellbeing hub.

Functional

- to be responsible for delivering physical activity sessions in line with the minimum requirements of the Local Authority delivery programme
- assist with the delivery of the NERS programme and support a smooth transition to facility delivered maintenance classes
- delivery of induction programmes for users of fitness suites
- co-ordinate and deliver personal training sessions for clients including initial consultation, programming, nutrition guidance and practical delivery
- setting up and changing equipment to ensure that the programmes run smoothly
- work with stakeholders and partners in delivering focused sessions for targeted audiences
- to ensure the safety and welfare of all users and participants at all times and comply with the Council's policy
- to assist in the delivery of inclusive provision throughout the Hub area
- to ensure that all activities and operations are carried out in line with the centre operating procedures and Health and Safety policy
- to be flexible in terms of working hours as allocated via a rota basis to cover service requirements, as well as other facilities within the Wellbeing Centre Service
- at all times be an ambassador for the Wellbeing Centre Service/Porth Cymorth Cynnar and Ceredigion Council, by assisting communications and/or liaison with staff in service departments, senior management, Local Members, members of the public and other agencies
- to attend training and engage in their own continued professional development to enhance the provision and opportunities provided to the citizens at the Wellbeing Centre
- have a good knowledge and understanding of the industry trends in relation to new schemes, programmes and classes
- assist with the up-keep of equipment and resources within the facility
- to undertake any other such duties and functions as may be assigned

Job Evaluation Post Ref

JD 1465

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- educated to a good standard of general education GCSE level - gym Instructor or/and Personal training qualifications or equivalent - any fitness classes based qualifications – spin, kettlebells, circuit training, boxercise, zumba etc	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing Level 3	The Welsh linguistic skills noted are required within 2 years
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing Level 3	The English linguistic skills noted are required on appointment
Practical and personal skills	- the ability to communicate in both English and Welsh are essential - excellent listening, oral and written communication skills and competent in the application of ICT - an understanding of the recreation and leisure sector - ability to identify and prioritise the needs of individuals to improve their health and wellbeing - ability to build rapport with children and people of all ages, families and groups and motivate them to become and remain physically active - ability to work independently and as part of a team - effective level of inter-personal skills - an understanding of the importance of confidentiality - recognise the value in continuous professional development	
Required Experience	- experience of delivering various physical activity sessions - experience of creating and delivering personal training programmes	
Training/education required to be undertaken for the post/worked towards	willingness to attend courses as required	

Desirable	
Qualifications / Training	member of the Register of Exercise Professionals (REPS)
Practical / Personal Skills	