

Job Description: Exercise Referral Instructor

Reporting to	Exercise Referral Coordinator
Service Area	Health and Wellbeing
Location	YMCA Sports and Community Centre, Princes Road
Hours of work	Various
Holidays	
Probation Period	
Contract Type	Casual
Grade and Salary	

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Targeted Health & Wellbeing

The Targeted Health & Wellbeing Team delivers a portfolio of physical activity and health improvement programmes for adults with disabilities, long-term health conditions, and those experiencing health inequalities. Programmes include Exercise Referral (specialist classes and clinical pathways), Disability Sports, Moving Together, Ramblers Wellbeing Walks, NHS Health Checks and Healthy Measures weight management. The team works closely with the Universal Fitness team to ensure inclusive access and a seamless pathway to universal services.

Job Purpose

To assess, plan and deliver personalised exercise referral programmes and specialist group exercise classes for adults referred with long-term health conditions. The role includes consultations, risk stratification, programme design, and delivery of condition-specific sessions in line with national clinical guidelines.

Key Responsibilities

Consultations and Programme Design

1. Carry out initial consultations with referred clients, including health screening and risk stratification;
2. Design safe, progressive and personalised exercise programmes tailored to individual health needs;
3. Gather necessary medical or additional information where required to ensure safe participation;
4. Conduct periodic reviews and adjustments to programmes to support clients' continued progress;
5. Maintain participant confidentiality and follow data protection procedures.

Delivery of Specialist Exercise Sessions

6. Deliver a range of specialist exercise classes for long-term health conditions including, where suitably qualified: Cardiac Rehabilitation, Stroke Rehabilitation, COPD, MS, Diabetes, Falls Prevention, Seated Exercise and other relevant classes;

7. Provide clear instruction, supervision and adaptations to ensure safe participation;
8. Monitor participants during activity and respond appropriately to any changes in health or wellbeing.

Partnership and Teamwork

9. Build and maintain positive relationships with medical professionals and referral partners;
10. Liaise with colleagues across the Health & Wellbeing team to ensure high-quality service delivery;
11. Support the Exercise Referral Coordinator and Targeted Health & Wellbeing Manager in developing new specialist sessions.

Quality Assurance and Safety

12. Complete risk assessments and ensure a safe exercise environment;
13. Report equipment issues to the Fitness Centre Manager and ensure safe equipment use;
14. Maintain participant confidentiality and follow data protection procedures.

General

- a. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
- b. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
- c. Take responsibility for your own health and safety and that of others, reporting any risk promptly
- d. Work within YMCAES policies and adhere to the terms outlined within them

Key Working Relationships

Internal:

- Exercise Referral Coordinator – line management, session planning guidance and priorities
- Exercise Referral team – class cover, shared learning and operational coordination
- Fitness & Reception teams – facility support and pathways into universal programmes
- Targeted Health and Wellbeing Manager

External:

- Participants accessing specialist classes
- Volunteers supporting exercise sessions
- GP practices and medical professionals
- Community health services and other referral partners

Scope of the Role and Limits of Authority

Specialist Resources:

- Use of exercise referral equipment and specialist class resources

Information and Communication Resources

- Responsible for accurate completion of consultation forms, programme records and participant notes

People Management

- No line management responsibility; may support volunteers informally

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required
- Ensure compliance with UK GDPR and organisational data protection policies at all times

Person Specification

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Level 3 Exercise Referral qualification Level 2 and 3 Fitness qualifications 	<ul style="list-style-type: none"> Level 4 specialist qualification, e.g. cardiac, pulmonary, mental health First Aid and Defibrillator trained
Knowledge and Experience	<ul style="list-style-type: none"> Experience delivering exercise within an exercise referral or clinical exercise setting Experience supporting individuals with long-term health conditions or additional needs Understanding of motivational approaches and behaviour change principles 	<ul style="list-style-type: none"> Experience in rehabilitation or chronic disease management classes Experience working with adults with physical or learning disabilities
Key Skills and Abilities	<ul style="list-style-type: none"> Has the ability to use common digital tools (Microsoft Office and relevant software) Develops positive and respectful working relationships with colleagues and stakeholders Communicates information clearly and appropriately for different audiences Ability to work independently and use initiative Flexible and adaptable to the needs of the service 	
Personal Attributes	<ul style="list-style-type: none"> Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role Values collaboration and respect for different perspectives Open to learning and continuous development 	
Other		

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: