



Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Active Scilly Healthy Living Trainee		
Job Family:		Salary Grade:	2
Service:	Active Scilly		
Political Restriction:	NA		
Primary work location(s):	Carn Gwaval Wellbeing Centre and Normandy Pool		
Working hours:	20	Standby duties:	NA
Working pattern	As required – early morning, evening and weekend working will be required		
Managed by:	Active Scilly Development Manager		
Line manager for:	NA		
Financial accountability	NA		
Date last reviewed:	23rd March 2026		
Approved by (Director):	Strategic Director for Place, Economy and Environment		

Role Purpose:

The post holder will support the Active Scilly team in delivering a wide range of activities designed to promote positive health and wellbeing outcomes.

This role is a development post, and the post holder will be supported and encouraged to build their skills by completing the training required to progress into the Healthy Living Assistant role, including lifeguard, first aid and gym instructor qualifications.

Once the post holder has achieved these core qualifications, they will progress into the permanent Healthy Living Assistant role. Further training—both to supervise and to lead existing classes, as well as to help expand the activity programme—will continue after achieving Healthy Living Assistant status.

Wherever possible, qualifications will be delivered through distance learning, though it is recognised that some elements may require travel to the mainland. While the motivation to undertake and complete training will lie with the new recruit, they will be supported by their line manager and the wider team. The post holder will also benefit from gaining practical experience within the industry throughout their training, drawing on the knowledge and expertise of experienced colleagues.

The post holder will use a broad range of skills to deliver services that promote physical activity for the whole community. They will provide practical support to help individuals adopt healthier

behaviours and lifestyles. By helping people understand the benefits of staying active and healthy they will contribute to a healthier, more resilient community. Motivating and empowering individuals to make positive changes is central to the role.

Typical duties will include:

- Welcoming customers, handling enquiries about activities and bookings, and supporting users to feel confident and comfortable within the leisure environment
- Monitoring activity areas, ensuring equipment is used safely, and reporting hazards to maintain a safe and secure environment
- Setting up and taking down sports equipment, and checking for damage to ensure it is safe, well-maintained, and stored correctly
- Keeping activity areas clean and tidy
- Supporting events, holiday activities, and community programmes
- Assisting with the delivery of swimming lessons and activities
- Undertaking lifeguarding duties (when qualified)
- Assisting in the delivery of a range of sessions and classes

The role will also include a range of administrative duties to support the Active Scilly department. The post holder will be required to:

- Manage communications for Active Scilly, including updating Facebook and the Council website and producing posters and leaflets
- Maintain accurate user data using spreadsheets and databases
- Provide general administrative support, such as raising purchase orders, processing banking, photocopying, ordering supplies and undertaking any other tasks required to support the service

Accountabilities:

- Provide constant, attentive supervision of swimmers, preventing accidents and responding quickly to emergencies.
- Carry out rescues, first aid, and CPR in line with training and safety procedures.
- Ensure all poolside and fitness equipment is safe, clean, and well maintained by completing routine safety checks, including pool conditions, equipment inspections, cleaning tasks, and prompt reporting of faults.
- Support customers to use fitness equipment safely, offering guidance, encouragement, and basic activity advice.
- Follow all operating procedures, including safeguarding, emergency action plans, and health & safety standards.
- Participate in regular training and competency assessments to maintain required lifeguarding and fitness skills.

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/ repetitive bending / squatting / kneeling / crouching
<input checked="" type="checkbox"/> Rotating shift work	<input type="checkbox"/> Working on/ or near a road
<input checked="" type="checkbox"/> Manual cleaning/ domestic duties	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Continual telephone use
<input checked="" type="checkbox"/> Work with children or vulnerable adults	<input type="checkbox"/> Provision of personal care on a regular basis
<input checked="" type="checkbox"/> Working with challenging behaviours	<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Face-to-face contact with the general public
<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work requiring hearing protection (exposure to high noise levels)
<input type="checkbox"/> Work with waste, refuse	<input type="checkbox"/> Work with vibrating tools/ machinery
<input checked="" type="checkbox"/> Other (please specify): High humidity poolside,	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Educated to NVQ level 3 or equivalent work based experience	Essential	A
Strong understanding of activities that promote healthy living	Essential	A/I
Good use of ICT and the ability to use a number of ICT software packages	Essential	A/I
Ability to work unsupervised and be an integral part of a team	Essential	A/I
A commitment to ongoing training	Essential	A/I
Any qualifications in the health promotion, sport and leisure field e.g. RLSS pool lifeguard; first aid at work; defib, national pool plant operator (NPPPO); swimming teacher level 2; assistant swim teacher level 1; beach lifeguard; aquafit instructor; gym instructor level 2; personal trainer; fitness instructor; exercise to music instructor; spinning instructor; circuits instructor; strength training instructor; Zumba instructor; nutritional advice certificate; exercise on prescription level 3 certificate; health and safety in the workplace level 2; any relevant coaching qualification.	Desirable	A
Any child care qualification or skills (holiday/after school care)	Desirable	A
Experience of working with all ages of the community	Desirable	A/I
Attention to detail and ability to collate data	Desirable	A/I
Cash handling experience	Desirable	A/I

Understanding of the importance of safeguarding in a sport and leisure context	Desirable	A/I
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Behaviours/values	Essential /desirable	Assessment Method
Able to create an inclusive, respectful, and welcoming environment where every user feels valued, supported, and at the centre of the customer experience.	Essential	A/I
Can contribute positively to the team by collaborating effectively and communicating with clarity.	Essential	A/I
Stay calm, compassionate, and professional in challenging situations, using resilience and a proactive approach to find constructive solutions.	Desirable	A/I
Motivated to promote active, healthy lifestyles and inspire a positive culture of wellbeing within the community.	Essential	A/I

Other requirements	Essential /desirable	Assessment Method