

Details

Job Title:	Fitness Instructor
Job Grade:	Officer
Reports to:	Lead Fitness Instructor
Based in:	Active Together, Cherry Tree Court, Hull
Hours:	Full time, 37 hours (with some evening and weekend working, part time hours may be considered)

Overall purpose

About Active Together

Active Together is a multimodal prehabilitation and rehabilitation service that has been developed by world leading academics and practitioners at the Advanced Wellbeing Research Centre (AWRC) at Sheffield Hallam University and funded by Yorkshire Cancer Research.

The Active Together Programme is designed to prepare people with cancer for, and recover from, treatment quickly and to assist them to maintain healthy lifestyles after their cancer diagnosis. Further, the research evidence shows that exercise, part of the Active Together Service, can improve survival and quality of life of cancer patients.

The Active Together Service in Hull is collaboration between Yorkshire Cancer Research and Hull University Teaching Hospitals NHS Trust (HUTH), working alongside researchers from Sheffield Hallam University to develop and evaluate the service. The Active Together Service is delivered by a multidisciplinary team including Physiotherapists, Fitness Instructors, Dietitians, and Psychologists, delivering high-quality, patient-focused care.

Reporting to the Lead Fitness Instructor, the Fitness Instructor will be responsible for delivering the physical activity component of the Active Together programme; supporting and advising on a range of fitness activities / services to develop and deliver a rehabilitation service for adults with a cancer diagnosis; working collaboratively to deliver a multidisciplinary, inclusive and responsive service, ensuring customer service excellence and responding to service user diversity.

Key responsibilities

Service delivery and operations

- Work as part of a multidisciplinary team to deliver the evidence based Active Together service as developed by the AWRC in the charity's first bespoke cancer centre.
- Provide advice, guidance and support to adult service users affected by cancer, adhering to service standards; providing high quality care and support.

- Support service users who may have difficulties relating to the complex emotional, psychological and physical aspects of their cancer diagnosis.
- Create, evaluate and reassess individualised and group exercise plans in order to formulate a specialised programme of care for service users.
- Prepare for and conduct follow up appointments / assessments and report into Lead Fitness Instructor for review following appointments.
- Deliver group and individual exercise classes as part of the Active Together Service.
- Work closely with the AWRC to ensure the Active Together Programme is implemented correctly ensuring treatment fidelity and to ensure evaluation data is collected.
- Support the development and operation of administrative systems relevant to the service for data collection and record keeping within an agreed framework.
- Provide guidance and support for a diverse range of queries; maintain confidentiality and treat sensitive issues with appropriate tact and diplomacy.
- Contribute to the ongoing development of processes and procedures for the team, including guidelines and standards of good practice for rehabilitation of adults affected by cancer.
- Deliver service excellence, ensuring consistency and accuracy in accordance with relevant systems, processes, and regulations.
- Implement clinical protocols for the physical activity and exercise components of the pathway under guidance from the AWRC.
- Respond and report on safeguarding concerns in line with the Yorkshire Cancer Research safeguarding policy and procedure.
- Refer patients to appropriate community services as needed.
- Provide motivational support; including the facilitation of short and long-term goal setting and behaviour change strategies.

Communications

- Assist with communications and the promotion of activities/services following an established set of protocols and principles, in collaboration with other areas delivering the Active Together programme as required.
- Support the development of online and public-facing resources and proactively ensure information is kept up to date and accurate e.g. social media channels, designated websites.

Key working relationships

- Liaise with health care professionals to ensure service users are appropriately referred to physiotherapy, nutritional and psychological support as needed.
- Draft communications between the service and healthcare professionals regarding onward referrals or any queries relating to patient reporting symptoms, under the supervision of the lead fitness instructor or service manager.
- Work collaboratively across the multidisciplinary service team to provide consistent and high-quality service provision; liaise with stakeholders and colleagues; share information and represent the area in working groups and meetings.

General

- Embody the charity's values both within and outside the organisation, role modelling behaviour and supporting equality, diversity, and inclusion.
- Work flexibly across the service to accommodate peak periods and adapt to changing demands in service delivery.
- Provide advice, support, one-to-one and group classes as needed that support the health and wellbeing of charity employees.
- Promote the culture and vision of the services, demonstrating a commitment to ongoing personal development.
- Be trained as a First Aider and where appropriate, a Mental Health First Aider and Fire Marshal.
- Undertake additional or other duties outside the key job duties within the team and across the charity, as the charity may reasonably require.

Qualifications

Essential

- CIMSPA endorsed Level 3 GP Referral Qualification.
- Evidence of continued professional development relevant to the role purpose and level.

Desirable

- Level 4 Qualification in Cancer and Exercise Rehabilitation or the ability to gain this qualification within the first 3 months of employment.

Knowledge and experience

Essential

- Experience of confidently and professionally delivering safe and effective exercise classes and individual exercise programmes to people living with cancer.
- Experience of carrying out risk assessments, exercise testing and prescribing personalised exercise programmes.
- In-depth knowledge of the benefits of exercise rehabilitation for people living with long term conditions and experience of dealing with people living with long term conditions.
- Be familiar with the most recent evidence on the effects of different exercises on long term conditions.
- Experience of working with behaviour change frameworks.
- Knowledge of Health & Safety legislation relevant to the role.
- Knowledge of UK GDPR.

Desirable

- Relevant experience working with people affected by cancer.

- In-depth knowledge of the benefits of exercise rehabilitation for people living with and beyond cancer.
- An understanding of the causes of cancer, current cancer treatments, and the side effects relevant to exercise prescription.
- Be familiar with the most recent evidence on the effects of different exercises on specific cancer types.

Skills and abilities

- Outstanding customer service skills.
- Excellent communication and interpersonal skills for delivering a service and working directly with service users.
- Ability to work with and assess service users living with or beyond cancer.
- Ability to work single-handedly with individuals and/or groups.
- Ability to motivate self and others.
- Ability to use own initiative.
- Ability to work as part of a multidisciplinary team.
- Organised with good time management skills.
- Resilient and adaptable to change.
- Basic understanding of Microsoft Office programs including Outlook, Word, PowerPoint and Excel with the ability to input data accurately.
- Understanding of professional ethics and their application in practice.
- Physical and emotional stamina to deal with sensitive and difficult situations.

Other requirements

- Ability to travel across the Yorkshire region.
- Flexibility to deliver weekend and evening classes as needed.
- Committed to continuing professional development.
- Proof of your eligibility to work in the UK.
- Professional qualification check and enhanced DBS check (to be undertaken once the role is offered and accepted).

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' see below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Our Values & Behaviours

Our Values



Our Behaviours

	Behaviours
Here for Yorkshire	The needs of people in Yorkshire come first Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act. People are the heart of everything we do

	When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.
United by the Cause	United by the need to Give Yorkshire More Life to Live We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals. We collaborate with each other and other organisations We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.
Think Big and Bold	We deliver world-leading research and services We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation. We dare to think differently to Give Yorkshire More Life To Live We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.
Making it Happen	We create and build solutions We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision. We approach our work with positivity, energy and drive We see every challenge as an opportunity to provide a solution.

	When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>. We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.
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YORKSHIRE CANCER RESEARCH

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity

has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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