

## **JOB DESCRIPTION**

<b>POSITION:</b>	Community Strength and Balance Trainer – Counties Manukau (fixed term)
<b>LOCATION:</b>	Flexibility can be negotiated.
<b>PREPARED:</b>	May 2024
<b>SUPERIOR POSITIONS:</b>	Chief Executive Officer Active Communities Manager Community Strength and Balance Manager
<b>TERM:</b>	Fixed Term to 30 June 2025

### **RELATIONSHIPS EXTERNAL**

- Church groups
- Community venues
- Fitness Centres and Gyms
- Fitness/Leisure Facilities
- GPs/ Practice nurses/HIP/Health Coaches
- Health Agencies
- Māori Health Providers
- Māori, Pacific, and Asian community groups
- Marae/Iwi
- Multi-site operators (EG Auckland Council/YMCA/Belgravia)
- Other Lead Agencies
- Pacific Health Care providers
- Physiotherapy clinics
- Primary Health Organisations
- Providers of community exercise classes e.g. Tai Chi, Pilates
- Regional Sports Trusts
- Retirement Villages
- Tertiary Institutes

### **RELATIONSHIPS INTERNAL**

- Harbour Sport Staff

### **PRIMARY PURPOSE OF THIS POSITION**

Your primary purpose is to collaborate with colleagues and community stakeholders to deliver to the Community Strength and Balance (CSB) contract programme objectives, whilst working to the Harbour Sport values of whakawhanaungatanga, integrity, respect, inclusive and leadership. At Harbour Sport, we want you to 'own' your role. You are the leader of your own business unit. You are responsible to deliver, market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best practice, to be accountable for your progress and to evaluate all work and complete to the highest standard. Harbour Sport values continuous improvement and expects a commitment from 'good to great'. This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity.

## OBJECTIVE OF THIS POSITION

Each year, one in three people aged 65 and over will fall. For people 80 years and over, the risk increases to one in two. Clinical research has shown that when people do exercise and strengthen their core, their balance improves and their risk of falls reduces by almost a third. Community Strength and Balance (CSB) programme is an ACC approved network of exercise classes that improve balance and leg strength in older adults to reduce the risk of falling, part of the Live Stronger for Longer programme.

The objective of this position is to achieve the contract requirements through our programme of work; by maintaining the existing network of approved CSB classes, establishing additional classes in areas where they are not currently available, increasing engagement and attendance in evidence-based S&B initiatives for older adults who are at risk of falling and improving equity of access to meet demand, cultural diversity and affordability.

## Key Tasks

- **Maintain the existing network of approved Community Strength and Balance classes**
- Work with current providers of existing, approved Strength and Balance classes to ensure ongoing compliance with ACC criteria, maintain engagement with the programme by ensuring strong relationships and collaborating where appropriate.
- Ensure the success of provider benefits programme and provider engagement initiatives.
- Maintain high administrative standards including using the CRM database, ensure class information is current, class reapproval frequency to programme criteria.
- Design and deliver workshop training for Community Strength and Balance providers, including class content, health and safety.
- Gather and process data from the class network for reporting purposes, including writing case studies as needed. Input into periodic team planning and reviews.
- **Establish additional approved classes in areas where they are not currently available.**
- Identify/establish/assess new provider/class opportunities.

- Engage, inform and provide necessary support and training feedback to new providers/classes to achieve the ACC criteria for CSB classes, and achieve sustainable engagement in the programme.
- **Increasing engagement and attendance in evidence-based strength and balance initiatives for older adults who are at a risk of falling.**
- Advocate for and ensure the successful implementation of partner initiatives and opportunities, such as ACC's NYMBL app.
- Work closely with referrers such as GP's and other health professionals to promote the Community Strength and Balance programme and fall referral service, including working with internal and external GRx teams to enable the integration of Strength and Balance information and exercises into GRx opportunities with older adults.
- Proactively promote the programme in local areas by ensuring information is available in places and channels relevant to older adults. Build an effective network of community organisations. Establish and deliver regular community outreach seminars to this network.
- **Improving equity of access to meet demand, cultural diversity, and affordability.**
- Identify, investigate, and enable Community Strength and Balance classes to serve identified areas of need. EG ethnic based and higher needs populations (EG Māori, Pacific, Asian, people in retirement villages and rural populations). Support development and ensure sustainability.
- Connect with community organisations to enable/ensure approved classes which represent relevant cultural diversity for community.
- Maintain local area demographic/population information. Periodically review approved class network to assess attendance, geographic reach, diversity and affordability and work proactively to enable the cultural and community relevance of the programme.
- Advocate for affordable class pricing for older adults when assessing classes for approval, ensuring a range of more affordable classes where possible.

#### **Other**

- To undertake such development and training as may be deemed necessary to meet the duties and responsibilities of the role, and organisational objectives.
- To be prepared to work flexible hours, including evening and weekend work.
- To undertake other duties commensurate with the nature of the position.

**Personal Attributes:**

Qualifications:

- Relevant qualification in sport and recreation, exercise prescription, group exercise or similar.
- Current first aid certificate preferred.

Experience:

- Minimum of 3 years working in the fitness industry or related field with group exercise and preferably 'trainer the trainer' experience
- Experience with relationship management, particularly health agencies, recreational facilities, group exercise providers.
- Good understanding and experience of working closely with community cultural organisations and populations.

Qualities:

- Excellent relationship management skills.
- Ability to communicate clearly and effectively with a wide range of people.
- Ability to motivate, engage and influence people.
- Strong team player.
- Action oriented, results driven.
- High standards of integrity, sound judgement and decision making.
- Personal commitment to continuous improvement.
- Commitment to improving activity in the community.
- Ability to work well under pressure and change.
- Organise and manage multiple tasks and projects to meet deadlines.
- Commitment to ongoing training and professional development.
- Excellent oral and written communication skills including report writing.
- Highly computer literate and systems orientated.
- Willing to work flexible hours, including weekend/evening work occasionally.
- Current, clean drivers licence.

This job description outlines the main activities of this position, and it is not meant to be an exhaustive list of specific duties and activities. The successful applicant will be expected to undertake any duties which could reasonably be construed as being within the role if directed.