



## Casual Class Instructor

**Salary:** £25 per class

**Contract Type:** Casual

**Hours:** Casual hours when required (including daytimes, evenings, and weekends)

**Location:** Ormskirk

**Reporting to:** Fitness Manager

## About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 13 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 140,000m<sup>2</sup> of built environment, including 2,500 residential bedrooms. The departmental revenue budget is circa £19m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

The FM Values – guiding our decisions and our behaviour- (how we act):

“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”

- We will embrace challenge and seize opportunity
- We will expect and celebrate creativity and excellence
- We will act responsibly & with integrity
- We will show determination, resilience, ambition and adaptability
- We will work together to deliver our vision

## About Edge Hill Sport

Edge Hill Sport is the university sports service run on behalf of Edge Hill University. Working in close partnership with the Students' Union and the Academic Sport Department its aim is to deliver a programme of activities in high quality facilities for the benefit of a wide range of stakeholders including students, staff, community, local schools and National Governing Bodies of Sport.

Edge Hill Sport has an outstanding reputation for the wide range of activities available and we wish to recruit individuals with a positive attitude who will add to this environment and develop excellence in their role

## About the Role

Under supervision of the Fitness Manager provide group fitness instruction, monitor and educate Edge Hill Sport members on fitness and safety. Maintain a safe and enjoyable atmosphere for class participants.





## Duties and Responsibilities

1. Instruct specific, scheduled exercise classes, beginning and ending on time. Provide adequate warm-up, exercises, stretching, and cool down.
2. Instruct and lead members on safe and effective workout methods; explain proper techniques, demonstrate exercises, and teach appropriate methods to increase fitness levels for class participants.
3. Teaching suitable classes to individuals and large groups appropriate to the timetabled class.
4. Provide alternative methods of exercise to specific user groups.
5. Prepare appropriate equipment, music, and any other teaching aids for each class.
6. Assist members, answer questions, and maintain a positive exercise experience for Edge Hill Sport members and class participants.
7. Ensure Edge Hill Sport management are informed of customer and facility needs.
8. Ensure facilities and equipment are safe for use, before and after scheduled class times.
9. Ensure adherence to Edge Hill Sport and Edge Hill University standards and policies.
10. Maintain class occupancy levels according to Edge Hill Sports “traffic light” system
11. Any other duties appropriate within the role and in accordance with the Normal Operating Procedure of Edge Hill Sport.

The list of responsibilities is not exhaustive and other duties, appropriate to the grade, may be added or substituted at any time.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers



Edge Hill  
University

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method assessment (A/S/I/T/P)</b>
A relevant high level fitness qualification or working towards this	*		A/I
Qualifications to instruct fitness classes appropriate to exercise class programme	*		I A/I
Additional exercise to music or specific class qualifications	*		A/I
A current First Aid qualification		*	A/I
Current membership of appropriate professional body		*	A/I

<b>Skills / Ability / Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method assessment (A/S/I/T/P)</b>
Excellent knowledge of customer care principles	*		A/I
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	*		A/I
The willingness and proven ability to work as part of a team	*		A
The ability to organise your own workload and work to deadlines often in a pressurised environment	*		A/I
Able to adhere to Edge Hill Sport policy on confidentiality	*		A/I
To have a flexible and adaptable approach to work	*		A/I
To have an understanding of Health and Safety requirements within a sports and leisure environment	*		A/I
To be able to carry out basic maintenance of studio equipment		*	A/I
Significant knowledge of lifestyle issues around exercise	*		A/I

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method assessment (A/S/I/T/P)</b>
Previous experience of working within a fitness facility		*	A/I

## How to Apply

Please complete the Casual Staff Application Form from the Edge Hill Sport website (<https://www.edgehill.ac.uk/departments/support/edgehillsport/work-and-volunteering-opportunities/>) and submit via email to [edgehillsport@edgehill.ac.uk](mailto:edgehillsport@edgehill.ac.uk)

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