



Fitness Instructor

Salary: £12.51 per hour

Contract Type: Casual

Hours: Casual hours which could be up to 0-36.25 hours a week

Location: Ormskirk

Accountable to: Fitness Manager

Reporting to: Head of Sports Services



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 140,000m² 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

With experience in the fitness and leisure industry providing personal training to a diverse user group, you will be Level 3 qualified with significant knowledge of lifestyle issues around exercise such as nutrition. You will have excellent communication skills with the initiative to take the lead, performing duties unsupervised. You will be able to organise your own workload and work to deadlines often in a pressured environment.

In this role, you will supervise customers within the fitness suite at the Sports Centre, providing inductions to new members and ensuring that the existing members are using the facilities safely, effectively, and safely. You will provide one to one instruction and advice on training methods and techniques, and market the facilities to potential new members. You will always demonstrate a high level of customer care to ensure the Fitness Suite maintains a customer-focused and friendly environment to attract and retain members.

Duties and Responsibilities

1. To induct new members within the Fitness Suite in the correct and safe use of the equipment.
2. To advise members on training and lifestyle routines appropriate to their individual needs.
3. To provide bespoke, innovative, and professional personal training, goal setting and member coaching ensuring retention, engagement, and a positive experience from members.
4. To ensure that the Fitness Suite is a customer focused and friendly environment that attracts and retains members.
5. Assist the Fitness Manager in the development and promotion of the fitness suite facility for students, staff, and the local community.
6. To be fully aware of all emergency procedures employed within the centre.
7. To assist in the administration of the centre's booking and membership schemes in relation to fitness memberships.
8. To attend and contribute to relevant team meetings, making a positive contribution to the work of the Edge Hill Sport team.





9. Assist in the safe operation of the existing Exercise Referral Scheme's including conducting consultations and writing programmes.
10. Supervise users of the facility, ensuring that Health and Safety standards are maintained.
11. To have a flexible attitude to work in servicing the current rota.
12. Carry out coaching and instruction duties and set up/supervise activity sessions as appropriate within the Fitness Suite.
13. Carry out basic maintenance and cleaning of fitness suite area and equipment, always maintaining a clean and safe environment.
14. As required by the University from time to time, carry out any other duties deemed necessary within the capabilities and appropriate to the position holders standing.

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





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).

Qualifications	Essential	Desirable	Method assessment (A/S/I/T/P)
Good standard of general education to GCSE standard or similar	*		A
Level 3 Fitness Qualification	*		A
First Aid qualification		*	A
Qualifications to teach additional fitness classes such as Aerobics and/or Circuit's type classes		*	A
An Exercise Referral qualification		*	A
Current membership of CIMPSA		*	A

Experience and Knowledge	Essential	Desirable	Method assessment (A/S/I/T/P)
Previous experience of working within a fitness suite facility; confidence in completing observations and being able to work flexibly	*		A/S/I
Experience of working on Exercise Referral schemes		*	A/I
Bespoke training programme design for individual clients and groups.	*		A/S/I/P

Abilities and Skills	Essential	Desirable	Method assessment (A/S/I/T/P)
Excellent knowledge of customer care principles	*		A/S/I
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	*		S/I
IT skills with experience of using MS office, e-mail, and experience of computerised booking systems	*		T
The ability to organise your own workload and work to deadlines often in a pressurised environment	*		S/I
An understanding of Health and Safety requirements within a sports and leisure environment	*		I
Significant knowledge of lifestyle issues around exercise such as nutrition	*		A/S/I
To be able to carry out basic maintenance of fitness suite equipment		*	I



Edge Hill
University

How to Apply

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

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

