

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Casual Fitness Suite Instructor

The postholder will be:

Accountable to: Head of Sports Services

Responsible to: Fitness Manager

Main Purpose of the Post

The post holder, as a member of the Sports Centre team, will have a specific role to play in supervising customers within the fitness suite at the Sports Centre. To provide inductions to new members, to ensure that existing members are using the facility safely, effectively and correctly. To provide advice to customers on training methods and techniques, and to market the facility to potential new members. A high level of customer care should be utilised within the fitness suite to ensure that the success of this post and to the complex as a whole.

Main duties of the post

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 ensure that the Fitness Suite is a customer focused and friendly environment that attracts and retains members.
4. Assist the Fitness Manager in the development and promotion of the fitness suite facility for students, staff and the local community.
5. To be fully aware of all emergency procedures employed within the centre.

6. To assist in the administration of the centre's booking and membership scheme's in relation to fitness memberships.
7. To attend and contribute to relevant team meetings. making a positive contribution to the work of the Edge Hill Sport team
8. Assist in the safe operation of the existing Exercise Referral Scheme including conducting consultations and writing programmes.
9. Supervise users of the facility, ensuring that Health and Safety standards are maintained.
10. To have a flexible attitude to work in servicing the current rota.
11. Carry out coaching and instruction duties and set up/ supervise activity sessions as appropriate within the Fitness Suite.
12. Carry out basic maintenance and cleaning of fitness suite area and equipment, maintaining a clean and safe environment at all times.
13. 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 duties all staff are required to:

- a) Undertake appropriate training and staff development as required.
- b) Adhere to all Edge Hill University's policies and procedures, including Equal Opportunities and Health and Safety.
- c) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- d) Participate in Edge Hill University's Performance Review and Development Scheme.

Rate of pay: £8.67 per hour

Hours: Casual – no guaranteed hours

Working as required

The postholder will be required to wear the provided uniform during working hours.

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.

It is important to note that the successful applicant will be required to undertake a Criminal Records Bureau enhanced disclosure and that this will form part of the conditions of offer of employment.

PERSON SPECIFICATION

Fitness Suite Supervisor

CRITERIA: Applicants should provide evidence of their ability to meet
The following criteria:

Qualifications	Essential	Desirable
Good standard of general education to GCSE standard	*	
Level 3 Fitness Qualification	*	
First Aid qualification		*
Qualifications to teach additional fitness classes such as Aerobics and/or Circuits type classes		*
An Exercise Referral qualification		*
Current membership of REPs		*
Skills/abilities/knowledge		
Excellent knowledge of customer care principles	*	
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	*	
IT skills with particular experience of using MS office, e-mail and experience of computerised booking systems	*	
The willingness and proven ability to work as part of a team	*	
The ability to organise your own workload and work to deadlines often in a pressurised environment	*	
Able to observe confidentiality	*	
To have a flexible and adaptable approach to work	*	
To have an understanding of Health and Safety requirements within a sports and leisure environment	*	
To be able to carry out basic maintenance of fitness suite equipment		*
Significant knowledge of lifestyle issues around exercise such as nutrition		*
Experience		
Previous experience of working within a fitness suite facility	*	
Experience of working on Exercise Referral schemes		*
Special Requirements		
Commitment to Edge Hill's equal opportunities policy	*	
To have an interest and understanding of Sport		*