



Fitness Instructor

Reference:	EHA1666-0923
Salary:	£22,681 - £24,248 per annum, pro rata Grade 3, Points 11–14
Contract Type:	Permanent
Hours:	2 x Part Time positions (based on working hours of 22 hours per week or 27.5 hours per week on average over a 4-week period)
Location:	Ormskirk
Accountable to:	Head of Sports Services
Reporting to:	Fitness Manager





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.

On the application form you will be required to confirm which post you are applying for, Post A or Post B. Shift pattern information is provided below.

Post A

This is a part time position based on working hours of **22** hours per week on average over a 4-week period as per rota system below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hours
Week 1	16:00 - 22:30	OFF	OFF	06:45 - 16:00	16:00 - 21:30	OFF	OFF	19.75
	6			8.25	5.5			
Week 2	16:00 - 22:30	OFF	OFF	06:45 - 16:00	16:00 - 21:30	OFF	OFF	19.75
	6			8.25	5.5			
Week 3	16:00 - 22:30	OFF	OFF	06:45 - 16:00	13:00 - 18:00	OFF	OFF	19.25
	6			8.25	5			
Week 4	16:00 - 22:30	OFF	OFF	06:45 - 16:00	OFF	08:45 - 17:15	08:45 - 17:15	29.25
	6			8.25		7.5	7.5	





Post B

This is a part time position based on working hours of **27.5** hours per week on average over a 4-week period as per rota system below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hours
Week 1	OFF	06:45 - 16:00	13:00 - 20:30	16:30 - 22:30	OFF	OFF	OFF	21.25
		8.25	7	6				
Week 2	OFF	06:45 - 16:00	13:00 - 20:30	16:30 - 22:30	13:00 - 18:00	OFF	OFF	26.25
		8.25	7	6	5			
Week 3	OFF	06:45 - 16:00	13:00 - 20:30	16:30 - 22:30	OFF	08:45 - 17:15	08:45 - 17:15	36.25
		8.25	7	6		7.5	7.5	
Week 4	OFF	06:45 - 16:00	13:00 - 20:30	16:30 - 22:30	13:00 - 16:00	OFF	OFF	26.25
		8.25	7	6	5			





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).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Good standard of general education to GCSE standard or similar	*		A
2.	Level 3 Fitness Qualification	*		A
3.	First Aid qualification		*	A
4.	Qualifications to teach additional fitness classes such as Aerobics and/or Circuit's type classes		*	A
5.	An Exercise Referral qualification		*	A
6.	Current membership of CIMPSA		*	A
Experience and Knowledge				
7.	Previous experience of working within a fitness suite facility; confidence in completing observations and being able to work flexibly	*		A/S/I
8.	Experience of working on Exercise Referral schemes		*	A/I
9.	Bespoke training programme design for individual clients and groups	*		A/S/I/P
Abilities and Skills				
10.	Excellent knowledge of customer care principles	*		A/S/I
11.	Excellent oral communication skills and the ability to work effectively and efficiently with people at all levels	*		S/I
12.	IT skills with experience of using MS office, e-mail, and experience of computerised booking systems	*		T
13.	The ability to organise your own workload and work to deadlines often in a pressurised environment	*		S/I
14.	An understanding of Health and Safety requirements within a sports and leisure environment	*		I





		Essential	Desirable	Method of assessment (A/S/I/T/P)
15.	Significant knowledge of lifestyle issues around exercise such as nutrition	*		A/S/I
16.	Able to carry out basic maintenance of fitness suite equipment		*	I

How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact Sam Smith, Fitness Manager, at smithsam@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.

