



Job Description and Person Specification

Summary

Job title:	Casual Indoor Cycling Instructor
Area:	Edge Hill Sport
Reference:	EHCAS01-052026
Salary:	£25 Per Hour.
Contract Type:	Permanent
Hours:	Part Time (1 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP



About the Role

As a Casual Indoor Cycling Instructor at Edge Hill Sport, you will play a key role in delivering high-quality and engaging indoor cycling classes to a diverse range of participants, including students, staff, and members of the local community. You will be responsible for leading scheduled cycling sessions that are safe, motivating, and accessible to individuals of varying fitness levels. Each class should include appropriate warm-ups, structured workouts, and cool-down periods to ensure participants gain maximum benefit in a safe and supportive environment.

You will demonstrate correct cycling techniques, provide guidance and modifications where required, and create an energetic atmosphere that encourages participation, enjoyment, and long-term commitment to health and fitness. Working closely with the Fitness Manager, you will also prepare equipment and music for sessions, monitor attendance levels, and maintain the cleanliness and safety of the studio environment.

As a representative of Edge Hill Sport, you will deliver excellent customer service, acting as a point of contact for participants by answering questions and supporting member needs. This casual position offers flexible working hours, including evenings and weekends, and is ideally suited to qualified fitness professionals who are passionate about indoor cycling and helping others achieve their fitness goals within a welcoming university environment.

Duties and Responsibilities

1. Deliver scheduled indoor cycling classes, ensuring sessions begin and end on time and include suitable warm-ups, workouts, stretching, and cool-downs.
2. Lead participants in safe and effective cycling techniques, demonstrating correct form and providing guidance to support progression and improve fitness levels.
3. Deliver engaging indoor cycling sessions suitable for individuals and larger groups in line with the class timetable.
4. Adapt classes and provide alternative options to accommodate varying fitness levels, abilities, and participant needs.

5. Prepare and set up all required equipment, music, and teaching aids prior to each class.
6. Support members and class participants by answering questions and creating a positive and enjoyable exercise experience.
7. Communicate customer feedback, concerns, and facility requirements to Edge Hill Sport management where appropriate.
8. Ensure all facilities and equipment are safe, clean, and fit for use before and after each session.
9. Maintain compliance with Edge Hill Sport and Edge Hill University policies, procedures, and operational standards.
10. Support class attendance and occupancy levels in line with Edge Hill Sport's "traffic light" system.
11. Undertake any other duties appropriate to the role and in accordance with the Normal Operating Procedures of Edge Hill Sport.
12. Please note that this list of responsibilities is not exhaustive, and duties may be amended or added in line with operational requirements.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equality & Diversity and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

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.

Person Specification

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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Qualifications to instruct fitness classes appropriate to exercise class programme	Essential	Application and Interview
A relevant high level fitness qualification or working towards this	Desirable	Application and Interview
Additional exercise to music or specific class qualifications	Desirable	Application and Interview
A current First Aid qualification	Desirable	Application
Current membership of appropriate professional body	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Previous experience of working within a fitness facility	Desirable	Application
Excellent knowledge of customer care principles	Essential	Application and Interview
To have an understanding of Health and Safety requirements within a sports and leisure environment	Essential	Application and Interview
Significant knowledge of lifestyle issues around exercise	Desirable	Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	Essential	Application and Interview
The willingness and proven ability to work as part of a team	Essential	Application
The ability to organise your own workload and work to deadlines often in a pressurised environment	Essential	Interview
Able to adhere to Edge Hill Sport policy on confidentiality	Essential	Interview
To have a flexible and adaptable approach to work	Essential	Interview
To be able to carry out basic maintenance of studio equipment	Desirable	Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Sam Smith, Fitness Manager at Smithsam@edgehill.ac.uk

Ready To apply:

To apply please email your CV to Sam Smith, Fitness Manager at Smithsam@edgehill.ac.uk.