



Job Description and Person Specification

Summary

Job title:	Fitness Instructor
Area:	Facilities Management
Reference:	EHA1054-0826
Grade and Salary:	Grade 3 Points 11-14 £24,215- - £25,804 per annum, pro rata
Contract Type:	Permanent
Hours:	Part Time (29.06 hours per week)
Location:	Campus based role at Ormskirk, Lancashire, L39 4QP
Accountable 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 140,000m² 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.

About Us

Founded in 1885 as the first non-denominational teacher training college for women, Edge Hill was born from a belief that education could – and should – change lives. It's a university that has always been shaped by those willing to move forward, even when it meant standing apart. Today, Edge Hill is a pioneering university defined by action, where staff play a vital role in connecting students to real skills, real networks and real futures.

The University's teaching, research and innovation transforms lives, creates opportunity and strengthens society. 62% of the University's research was classed as 'world-leading' or 'internationally excellent' in the 2021 Research Excellence Framework.

It has over 12,000 students studying at both undergraduate and postgraduate level. As a university based in the heart of the North West, it takes a connected approach in bringing together education, business, public services and communities.

Edge Hill was awarded University of the Year for Student Experience (Daily Mail University Guide 2026) and 5th in the UK Overall (Uni Compare 2026). In 2024, it was the first University to achieve Ofsted Outstanding for all phases of its Initial Teacher Training provision under the new Inspection Framework.

The University aims to create an environment in which colleagues can thrive, adapt and lead in a changing world. With a strong focus on continuous improvement, inclusion and wellbeing, the University places staff, students and communities at the heart of its success. For staff, this means the opportunity to contribute to a values-led institution, work collaboratively across disciplines and services, and build a rewarding career in an ambitious university community.

Continued investment in campus facilities and digital infrastructure supports an ambitious and inclusive working environment. This includes a £17.4m Life Sciences Building, alongside a £35m investment in brand new accommodation and a Students' Union building which opened at the beginning of October 2024. It has also been recognised as one of the UK's best green spaces for 14 successive years (Green Flag Award 2025).

The University is committed to providing staff and students with accessible, high-quality services, underpinned by innovation, collaboration and a culture that values people.

Duties and Responsibilities

1. Contribute to the University's health, wellbeing, and physical activity strategy by delivering high-quality fitness services, specialist coaching interventions, and member engagement initiatives that positively impact participation, retention, and customer satisfaction.
2. Conduct comprehensive inductions for new members, ensuring the safe, effective, and confident use of fitness equipment and facilities while promoting best practice in exercise participation.
3. Provide expert fitness, health, and wellbeing advice to members, tailoring recommendations on exercise, lifestyle, and behavioural change to support individual goals and long-term success.
4. Design and deliver bespoke personal training, coaching, and goal-setting programmes, using evidence-based practices to maximise member engagement, retention, progression, and overall customer satisfaction.
5. Develop and manage a personal client portfolio, maintaining professional communication, accurate records, appointment scheduling, and effective time management to deliver an exceptional client experience.

6. Work autonomously to deliver a range of Edge Hill Sport services, proactively managing workloads and producing regular reports on client outcomes, participation levels, and programme effectiveness for the Fitness Manager.
7. Foster a welcoming, inclusive, and customer-focused fitness environment that encourages participation, enhances member satisfaction, and supports membership retention and growth.
8. Contribute to the strategic development and promotion of the fitness suite, identifying opportunities to enhance services, increase participation, and engage students, staff, and the wider community.
9. Collaborate with academic departments and University colleagues to support teaching, learning, research, and wellbeing initiatives through innovative coaching practices, specialist expertise, and practical fitness delivery.
10. Maintain a thorough understanding of all emergency and operational procedures, ensuring compliance and responding appropriately to incidents to safeguard facility users and staff.
11. Administer fitness membership and booking systems efficiently and accurately, ensuring a high standard of customer service and effective management of member information.
12. Actively promote Edge Hill Sport services and facilities, generating new memberships, supporting marketing campaigns, and driving engagement, participation, and member retention across student, staff, and community audiences.
13. Attend and actively contribute to team meetings and departmental initiatives, sharing knowledge, supporting colleagues, and contributing positively to the achievement of Edge Hill Sport objectives.
14. Independently deliver specialist Exercise Referral services for higher-risk clients, conducting detailed consultations and assessments, developing tailored intervention programmes, monitoring progress, and providing one-to-one coaching to support health outcomes and behavioural change.
15. Monitor and supervise fitness facility users, ensuring adherence to health and safety standards, promoting safe exercise practices, and providing support and intervention where required.

16. Demonstrate flexibility and adaptability in supporting operational requirements, working within the established rota and contributing to the effective delivery of services across the facility.
17. Plan, deliver, and supervise fitness coaching and instructional sessions, ensuring activities are engaging, safe, inclusive, and aligned with participant needs and organisational objectives
18. Maintain the cleanliness, presentation, and operational readiness of fitness equipment and facilities, carrying out routine inspections, basic maintenance, and housekeeping duties to ensure a safe and professional environment.
19. Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably required by the University to support the effective operation and development of Edge Hill Sport.

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 Equity, Diversity & Inclusion 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
Good standard of general education to GCSE standard or similar	Essential	<i>Application</i>
Level 3 Fitness Qualification	Essential	<i>Application</i>
First Aid qualification	Desirable	<i>Application</i>
Qualifications to teach additional fitness classes such as Aerobics and/or Circuit's type classes	Desirable	<i>Application</i>
An Exercise Referral qualification	Desirable	<i>Application</i>
Current membership of CIMPSA	Desirable	<i>Application</i>

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Previous experience of working within a fitness suite facility; confidence in completing observations and being able to work flexibly	Essential	<i>Application and Supporting Statement</i>
Experience of working on Exercise Referral schemes or with special populations	Desirable	<i>Application</i>
Bespoke training programme design for a diverse demographic, for both individual clients and groups	Essential	<i>Application and Supporting Statement</i>

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Excellent knowledge of customer care principles	Essential	<i>Application and Supporting Statement</i>
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	Essential	<i>Application and Supporting Statement</i>
IT skills with experience of using MS office, e-mail, and experience of computerised booking systems	Essential	<i>Interview</i>
The ability to organise your own workload and work to deadlines often in a pressurised environment	Essential	<i>Application and Supporting Statement</i>
An understanding of Health and Safety requirements within a sports and leisure environment	Essential	<i>Interview</i>
Significant knowledge of wellbeing and lifestyle issues	Essential	<i>Interview</i>
To be able to carry out basic maintenance of fitness suite equipment	Desirable	<i>Interview</i>

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:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.

3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment
- **Start date:** A start date will be arranged after pre-employment checks are completed.