

Fitness Instructor – Estates and Campus Services – Grade D

Job Description

Purpose

To support the work of other staff to ensure the smooth and safe functioning of a programme of sport and exercise activities at University of Lancashire Sports Facilities.

To operate as part of a team working shifts including evenings and weekends, supervising the Fitness Suite, liaising with users and issuing and checking memberships. Conduct Inductions and Fitness Assessments, undertake Personal Training and instruct exercise classes.

To perform routine inspection, maintenance and cleaning of equipment and prepare areas for a range of activities. There will be reception and administration duties such as operation of the booking and membership systems and cash handling. They will also assist Duty Supervisors in all aspects of the Sports Services operations.

Duties

1. Provide a professional, customer focused service for all visitors to the UCLan sports facilities.
2. Operate all systems and monitor processes for the University sports facilities e.g. membership, booking, access and financial systems, and other technology.
3. Supervise users of the fitness facilities, proactively engaging with them to provide advice and instruction on training methods and techniques and all aspects of healthy lifestyles.
4. Ensure correct and safe use of equipment and deal with any emergencies and incidents that may occur.
5. Conduct Fitness Suite Inductions, Fitness Assessments and plan and design Training Programmes to deliver to individuals and groups, and instruct exercise classes.
6. Provide individual, innovative and professional personal training and goal setting ensuring retention, engagement and a positive experience for members.
7. Run Gym Challenges, competitions and events to promote participation and physical activity within sports facilities, using digital media such as the Moves + app.
8. Implement all operational procedures and University policies including health and safety procedures and regulations.
9. Daily inspection, maintenance, and cleaning of all equipment and ensuring faults are reported and recorded appropriately.
10. Assisting in the collection of data, conducting surveys and writing reports on usage and customer satisfaction.

11. Provide cover and assistance for University colleagues as appropriate and demonstrate continuous personal and professional development.
12. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
13. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience working as a fitness instructor /personal trainer in a sports/fitness facility. (Application/Interview)
- A range of GCSEs (minimum 5) or equivalent experience. (Application)
- Gym Instructor (NVQ Level 2) Qualification. (Application)
- First Aid at Work qualification. (Application)
- Excellent customer care, communication and organisational skills. (Application/Interview)
- Experience of delivering fitness classes/programmes to individuals and groups. (Application/Interview)
- Understanding of Health & Safety issues applied to sport. (Application/Interview)
- Flexible and adaptable attitude to work and working patterns. (Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Previous experience of work in a University sports facility or sports environment. (Application/Interview)
- HE/FE qualification in sport/fitness related discipline (Application)
- Gym Instructor/Personal Trainer (NVQ Level 3) Qualification (Application)
- Lifestyle/Health & Fitness Assessment Qualification (Application)