



JOB DESCRIPTION

Post title:	Gym Instructor
Line Manager	Sport and Activities Manager
Salary / Grade	£13.45 per hour plus holiday pay
Hours	Various / Fixed
Location	Predominantly Newton Park Campus

Purpose of the Role

- Assist in the provision of a friendly, customer focussed service
- To assist with the day-to-day operations and smooth running of the gym and classes
- To take an active role in providing fitness instruction and information to customers
- To ensure safe practices within the gym at all times

Main Duties & Responsibilities

- To be responsible for the smooth running of the Gym during your shift.
- Open and close the facility in accordance with the opening times.
- To ensure the safe and proper use of the facility and its equipment by customers
- To deal with customer queries in a positive and efficient manner.
- Be responsible for the delivery of inductions to new members.
- To design and teach classes as agreed with the Sport & Activities Manager.
- To have a full knowledge of all equipment and to support customers to get the full benefits of using the equipment.
- To design and deliver one-to-one sessions and prescribe effective programmes that enable clients to achieve their personal goals and ensure the safe use of equipment at all times.
- Assist in maintaining the cleanliness and maintenance of all areas of the Gym and fitness equipment during a shift, as directed by the Sport & Activities Manager
- Be responsible for maintaining, accurate, up-to-date records during a shift, as directed by the Sport & Activities Manager
- Assist in ensuring that all areas of the Gym comply with legal requirements and Union policy, ensuring Health and Safety standards are maintained at all times.

General tasks and Responsibilities

- To ensure that the Union's policies, particularly in relation to Health and Safety, data protection, Financial Management and staffing are adhered to
- To remain up to date with the Union's policies and procedures and to undertake any relevant training required.
- To participate proactively in the Staff Development review process and undertake further professional development training relevant to your role, where resources allow.
- To ensure that the Union's standards in relation to Equality & Diversity are upheld at all times
- Work proactively towards delivering the Union's strategic aims.
- To have a 'can do', problem solving attitude which contributes to the work of the whole team.
- To work at weekends and evenings, according to organisational need or activities.
- To undertake any other duties required which are commensurate with the scope and grade of the post.

Signed (employee)

Date

Signed (line manager)

Colin Clarke

Date

Person Specification

Job Title: Gym Instructor

Criteria	Essential	Desirable	How is this assessed
Qualifications	<ul style="list-style-type: none"> • Educated to 'A' Level standard or equivalent • Minimum of REPS level 2 qualification 	<ul style="list-style-type: none"> • Group exercise qualification • First Aid certificate 	Application Interview
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent Communication skills 	Knowledge of good nutrition and links to exercise and fitness	Application Test Interview
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working in a customer focused environment 	<ul style="list-style-type: none"> • Previous experience of working in the fitness industry • Previous experience of delivering group fitness classes • Previous experience of designing and delivering personal programmes 	Application Interview
Personal Qualities	Demonstrable experience of working within a team An approachable, problem-solving attitude Ability to work unsupervised and on own initiative Flexible and adaptable approach Ability to motivate others		Application Interview
Special Conditions	Students Union reserves the right to refuse holiday leave requests during term times		