

Job Description

Job Title	Fitness Instructor
Department	Sport and Active Lifestyle
HR Ref No.	RA1598
Role Code	FISR
Grade	OS2
Base location	Fitness Suite Exton Park Campus
Reports to	Katie Mayers
Direct reports	Ali Cutler
Date created	14/01/25

Job purpose

The main purpose of the role is to instruct and guide users when using the Fitness Suite and other Sport and Active Lifestyle facilities. The role holder will provide excellent levels of customer care to all users of the fitness facilities, and will assist with the day-to-day running of the department. The role also involves administration and clerical tasks, e.g. reception duties, reporting maintenance issues and cleaning. The role holder will assist the Fitness Facilities Supervisor and Co-ordinator in the smooth running of the Sport and Active Lifestyle department.

The role holder will be based in the Fitness Suite, which is situated at the Exton Park Campus. The Fitness Suite is available for use by staff, students and guests of the University of Chester. Other facilities include a swimming pool, gymnasium, small hall, all weather pitch, MUGA, tennis courts, squash courts, sports hall, running track and grass pitches off campus.

Key duties and responsibilities

The role holder must effectively and clearly communicate with all users of the sport and fitness facilities on a daily basis both in-person and in writing. E.g. membership options, health and safety procedures, one-to-one gym training sessions and fitness classes/group instruction.

The role holder must clearly and competently advise and instruct users on the correct, safe and effective way to use exercise equipment. In addition to this, the role holder will be required to design and communicate individual exercise programmes upon request.

The role holder will work as part of a team and is expected to assist and support team members in the completion of daily tasks set by the Fitness Facilities Supervisor and/or Co-ordinator. The role holder is required to promote a friendly and inclusive atmosphere, and provide high levels of customer care.

The role holder is required to have a flexible approach to work and be prepared to cover staffing whenever possible.

The role holder will be required to attend all staff meetings and be aware of the Fitness Suite mission statement, carrying out all tasks related to this.

It is expected that the role holder will involve themselves in the ongoing projects within the department, e.g. weekly/monthly health and wellbeing promotion events and initiatives etc.

- In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

General duties

- To uphold and comply with all University's policies and procedures, including those relating to:
 - Equality, diversity and inclusion
 - Health and safety
 - Data protection and IT security
 - Safeguarding
 - Sustainability
- To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity.

Person Specification

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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:

A = Application Form, I = Interview/Assessment Tests, P = Pre-Employment Checks

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
An NVQ, CYQ or equivalent vocational qualification in a relevant area of Fitness Instruction, or Health and Fitness Level 2.	E	A
Qualification to teach fitness classes	D	A
KNOWLEDGE AND EXPERIENCE		
Previous experience as a Fitness Instructor or Personal Trainer	D	A/I
Working within a fitness centre environment or similar	D	A/I
Personal use of sports facilities and exercise equipment on a regular basis	E	A/I
Computer literacy and the ability to learn new systems quickly	E	A/I
Knowledge of safe and effective method of fitness instructing and exercise programme writing	E	A/I
SKILLS AND PERSONAL ATTRIBUTES		
Dealing with customers in a customer facing role	E	A/I
Health and safety legislation knowledge	E	A/I
Flexible approach to work	E	A/I
Ability to effectively and clearly communicate	E	A/I
Experience working within a team	E	A/I

UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT
CAMPUS AND COMMERCIAL SERVICES - SPORT AND ACTIVE LIFESTYLE

FITNESS INSTRUCTOR – 35 HOURS PER WEEK
£22,728 PER ANNUM PRO RATA
FULL TIME, PERMANENT CONTRACT

SALARY SCALE

University Scale OS2, point 10, £22,728 per annum (pro rata) payable monthly in arrears.

HOURS OF WORK

Contractual hours to be worked flexibly over 7 days, but not working more than 5 consecutive days over 7. A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT

In addition to statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 22 days annual leave per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Friends Life.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.

CLOSING DATE

By 21st February 2025.