Loughborough College
Job Description

1. Job Details

Job Title:	**Casual Gym Instructor**
Competency Level:	**Business Support 1**
Reporting To:	**Commercial Development Manager/Senior Fitness Supervisor**
Department:	**Radmoor Centre**
Annual Salary (FTE):	**£9.00 per hour**
Date:	**August 2017**

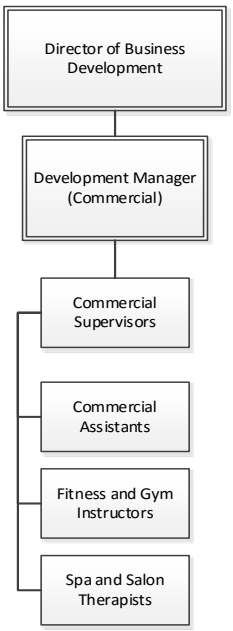
2. Job Purpose

To instruct, support and motivate Health & Fitness club members whilst providing exceptional customer care and service

3. Dimensions

Not Applicable

4. Organisation chart



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5. Key Responsibilities

- To work on a shift rota system including early starts, late finishes and weekend working to undertake the daily operations of the facilities
- To undertake Inductions, Fitness Assessments and Personal Programmes in accordance with the Fitness Studio
- To be aware of all Health & Safety issues within the Centre, and specifically the fitness & health facility, and to constantly implement and assess procedures, drawing attention to unsafe practices
- To guide, care for and assist all fitness users especially in areas of motivation, well-being, nutrition, and fitness testing
- To work as part of a team to achieve income and sales targets for the fitness & health facility
- To ensure all facilities are presented to the highest levels of cleanliness and comfort
- To undertake maintenance work as required including spin bike maintenance or liaise with appropriate College personnel for repair
- To make sure all equipment and facilities are safe and secure when not in use
- To undertake any other duties as may be required by the Centre Manager to ensure that the business objectives of the Centre are achieved
- To be smartly dressed in a way to portray a positive image of the Leisure Centre, wearing the uniform provided at all times whilst on duty
- Where necessary to assist with opening and closing of the building, the rubber crumb pitch and inspections of the rubber crumb

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6. Key Result Areas

Action	Result
Provide all centre users with a safe environment to exercise	Reduced maintenance issues, increased cleanliness and increased tidiness of gym and changing facilities
Be proactive in the retention of current members	Reduced membership cancellations
Provide expertise and guidance to users to enhance membership value	Increased membership sales and reduced cancellations
Actively promote additional services within the gym and the Radmoor Centre	Increased revenue from additional sources. Increased member use of Radmoor Restaurant and H&B facilities

7. Key Working Relationships and Communications

Internal: Centre Manager, Curriculum managers, Curriculum staff, Support Services staff, Administration Staff

External: Customers, Suppliers, Outside agencies

8. Scope for Impact

Not Applicable

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9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
Accountable - *We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.*	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages own health, safety and wellbeing; complies with College policies.	**Entrepreneurial -** *We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.*	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
Agile - *We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.*	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Understands customer expectations; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	**Inspiring -** *We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.*	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
Engaging - *We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.*	Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. You understand the goals of your team or department and you understand how your contribution impacts on achieving these.	**Integrity -** *We are open, honest and transparent in our work, behaving professionally and ethically at all times*	Own work consistently contributes to the strategic aims of the College. Own work consistently contributes to the strategic aims of the College. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.

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10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	First Aid at Work Certificate		•	Application Form Certificate
2.	Recognised Fitness Instructor qualification i.e. YMCA level 2-3 or equivalent	•		Application Form Certificate Tests
3.	Additional Fitness Qualifications i.e. YMCA/RSA exercise to Music / Personal Trainer/UKSCA Strength & Conditioning Accreditation		•	Application Form Interview Tests
4.	Coaching qualifications		•	Application Form Certificate
5.	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	•		Application Form Certificate
EXPERIENCE				
6.	Experience of working in a leisure centre fitness environment	•		Application Form Interview
7.	Experience of working in an educational or public sector environment		•	Application Form Interview
SKILLS & KNOWLEDGE				
8.	Excellent customer care skills and an ability to deal with a wide range of people	•		Interview
9.	Be able to work effectively as a team member	•		Interview
10.	Possess sound planning, administration and organisational skills		•	Interview
11.	Ability to work proactively and on own initiative	•		Interview
12.	Sales, promotions and marketing experience		•	Interview
13.	Have a positive 'can do' attitude	•		Interview
BEHAVIOURS				
14.	Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults	•		Interview
15.	Demonstrate a commitment to self development	•		Interview
16.	Demonstrate a commitment to equal opportunities	•		Interview

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Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.

3. This job description and person specification was prepared in **August 2017** and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	
Manager Signature		**Date**	

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