

JOB DESCRIPTION

POST TITLE	:	Personal Trainer and Class Instructor
SCALE	:	Support Scale
SALARY	:	£22,070
RESPONSIBLE TO	:	Fitness Evolution Manager
CLOSING DATE	:	Wednesday 28 August 2024
INTERVIEW DATE	:	Thursday 5 September 2024

Main Purpose of the Post

To provide a comprehensive service for Fitness Evolution and Burnley College. The post holder will be the first point of contact for all matters relating to Evolution Health and Fitness. As well as ensuring the delivery of quality fitness advice, inductions and training programmes, the post holder will also be responsible for class delivery, supporting marketing and sales initiatives and developing challenges as well as reporting on membership numbers and class data to support monthly financial reporting.

Responsibilities

- 1 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 2 To undertake invigilation duties from time to time.
- 3 To carry out such other duties as the Principal may reasonably require.
- 4 Ensuring the delivery of high quality fitness advice and customer care.
- 5 Supporting marketing and sales initiatives to increase memberships and sales.

Tasks

1. To ensure the smooth running of classes, providing high quality fitness training, advice, programmes and inductions to gym users.
2. To manage the class programme through close monitoring of the quality of delivery, attendance figures and making changes where needed in discussion with the Business Manager and Marketing Executive.
3. To plan, manage and report to the Manager on the monthly performance of the facility against budget projections.
4. To assist in maintaining and updating the membership and database systems in line with the Data Protection Act, including sales, renewals, direct debits and customer exits.



5. To generate and retain agreed gym membership levels and revenue targets across the business, keeping track of income and membership revenue monthly.
6. To assist the Marketing Team with the promotion of the facilities to maximise income potential.
7. To ensure that high levels of customer service and public relations are maintained, as well as dealing with and resolving customer enquiries and complaints and addressing concerns or queries as they arise.
8. To ensure that standards of security, safety, maintenance and cleanliness are maintained within the facilities and ensure that rules are upheld for the comfort of all users of the facilities.
9. Any additional duties and responsibilities that may be reasonably directed by your line manager.
10. Support operations manager in day to day running of the facility.
11. Opportunity to grow and develop own PT business, while earning additional income.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. This role involves some evenings and weekends.

PERSON SPECIFICATION

POST: Personal Trainer & Class Instructor

DIVISION: Fitness Evolution

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Level 3 Fitness Instructor Qualification	E	Application form/Interview
2	Recognised teaching qualification	D	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Ability to work on own initiative and as part of a team	E	Application form/Interview
2	Excellent literacy and oral communication skills	E	Application form/Interview
3	Excellent IT and numeracy skills	E	Application form/Interview
4	Excellent organisation and planning skills	E	Application form/Interview
5	Ability to effectively present data	D	Application form/Interview
6	Awareness of Safeguarding Legislation	D	Application form/Interview
<u>EXPERIENCE</u>			
1	Managerial experience in the leisure fitness industry	E	Application form/Interview
2	Experience of Microsoft Office applications	E	Application form/interview
<u>PERSONAL</u>			
1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional updating	E	Application form/Interview
5	Enthusiasm for industry	E	Application form/Interview



STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*