



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Fitness Instructor
Department	Cardiff Met Sport
Location:	Cyncoed & Llandaff Campus
Grade:	3AB
Salary:	£21,135 - £24,871 per annum
Hours	37 hours per week
Tenure:	Permanent
Accountable to:	Fitness Manager
Accountable for:	Casual Fitness Instructors

Role Summary:

1. To assist the Fitness Manager in the efficient, effective and economic delivery of services and the utilisation of resources to fulfil the requirements of Cardiff Met Sport.
2. Under the direction of the Fitness Manager to ensure the sports facilities and associated areas, the sports programme and service delivery are of the highest standard during all hours.

Principal Duties and Responsibilities:

1. To work in the Cyncoed Fitness Centre, named the Inclusion Gym and the Llandaff Fitness Centre. Reporting directly to the Fitness Manager. Duties to include:
 - a) To assist the Fitness Manager in implementing induction training, fitness testing, personal, fitness programmes, and ensuring the needs of students, staff, disabled groups and external users are met.
 - b) Providing a presence and clear responsibility for the Centres, the equipment and the customers during hours of duty.
 - c) Collecting payment for the hire or usage of the centre/equipment and responsible for cashing up at the end of the day.
 - d) To be responsible for daily cleaning, and routine checks/maintenance of the fitness equipment and to carry out spot cleaning within the Centres and associated areas as required.
 - e) To control access to the Fitness Centres and areas within by locking and unlocking as required.
2. To assist in the operation of the other areas managed by the Sports Facilities Unit according to the programme of activities, in terms of access control, preparation of areas, monitoring usage, storing equipment, security, cleanliness/tidiness, safety of customers and emergency procedures.
3. To deliver/instruct fitness classes in conjunction with the fitness class timetable.
4. To provide support to the fitness manager in delivering and promoting healthy university initiatives.
5. To assist the Duty Managers in the implementation of the sports programme ensuring the needs of students, staff and external users are met on both the Cyncoed and the Llandaff Campuses.
6. To promote The Sports & Fitness Membership and to issue memberships to students, staff and external customers.
7. To check membership cards and challenge unauthorised entrance and prevent inappropriate or illegal use of the sports facilities and equipment.

8. To provide back up and support within the staffing structure and carrying out the duties of another member of the sports team in the event of absence, holiday or illness on both campuses.
9. To assist the Fitness Manager with the training of casual staff and ensuring that they are fully aware of procedures, equipment and their responsibilities.
10. To deal with lost property items and to record and store items in an appropriate manner in conjunction with the Fitness Manager.
11. To support internal and external marketing initiatives and promotions to achieve maximum utilisation.
12. To undertake individual areas of responsibility as outlined by the Fitness Manager according to the marketing action plan.
13. To undertake other discrete areas of responsibility and/or specific projects as may be required and agreed, from time to time by the Fitness Manager.

Additional Information:

Hours of Work:

On a three week rota working at both Cyncoed & Llandaff fitness centres, hours include evenings and weekend's shifts.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Fitness Instructor _____

Unit/School: Cardiff Met Sport

***Key**

A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Recognised Fitness Qualification REPS Level 2	✓ ✓		
Education & Qualifications (Desirable)	First Aid Qualification Exercise Referral qualification	✓ ✓		
Knowledge (Essential)	A Good understanding of customer care and health and safety Experience of marketing and retention initiatives such as exercise referrals, personal consultancy and fitness testing	✓ ✓	✓ ✓	
Knowledge (Desirable)				
Skills & Abilities (Essential)	Ability to work as part of a team Effective communication and time management skills	✓ ✓	✓ ✓	

Skills & Abilities (Desirable)				
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FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Experience Paid/Unpaid (Essential)	Experience of working within in Health & Fitness environment Experience in delivering fitness classes	✓ ✓	✓ ✓	
Experience Paid/Unpaid (Desirable)				
Other Requirements (Essential)	A strong commitment to sport and Fitness *The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).	✓		
Other Requirements (Desirable)	Welsh speaker	✓		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crbcriminal-records-bureau-check>