

<p>Job Title: Fitness Instructor Site: Severn Centre</p>	<p>Post No:</p>	<p>Grade: SCP:</p>	<p>Disclosure Type Enhanced</p>
<p>Responsible to: Duty Manager</p> <p>Responsible for:</p> <p>Functional links with: All centre staff, Fitness Equipment and Merchandise Suppliers, Shropshire Local businesses and organisations, other relevant departments.</p>			
<p>Main Purpose of Job:</p> <ul style="list-style-type: none"> • Under the direction of the Duty Manager to supervise the day to day operation of the Fitness Suite. Ensuring the safe supervision of the public and staff within approved guidelines. • To assist the Centre Manager in delivering a high quality, customer orientated service, profitably. 			
<p>Main Duties and Responsibilities: <i>(List main job areas, key responsibilities and resources accountable for – unlikely to be more than six)</i></p> <ul style="list-style-type: none"> • To assist the Centre Manager in the delivery of a high quality customer service. • To ensure the Health and Safety procedures are followed according to policy. • To ensure the cleaning and maintenance schedules are maintained. • To actively promote, market, recruit and retain custom. • Ensure effective communications and development within facilities is achieved. • Take an active lead in managing and delivering the group exercise programme 			

Job Activities:

(Describe Job Activities by type and frequency – unlikely to be more than 12)

- To inspect facilities for cleanliness and arrange for the necessary duties to be carried out.
- To carry out routine maintenance checks of all equipment throughout the Fitness Suite.
- To carry out cleaning and maintenance duties as appropriate
- To assess, instruct and supervise appropriate exercise programmes
- Ensure all customers receive a quality service and continually receive appropriate advice on safe and effective methods of exercise through regular floor walking and contact with customers.
- Ensure every effort is made to retain customers through offering a continually improving, friendly and imaginative service.
- Actively market the centre facilities at every opportunity.
- To follow the facilities induction process, ensuring that all procedures are correctly administered to ensure a quality service.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Job Holder Name:	Line Manager Name:
Job Holder Signature:	Line Manager Signature:
Date:	Date:
Prepared by:	Date:
Amended by:	Date:

Severn Centre

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience <i>(length and type of experience needed)</i>	Minimum six months experience in the fitness industry.	Experience of working with special populations. GP Referral experience Cardiac Rehab experience	Application & Interview.
Qualifications <i>(minimum qualifications needed, relevant experience may be a substitute)</i>	Health and Fitness related qualification. Must include a basic understanding of Anatomy and Physiology.	First aid for work. BACR or similar	Application & interview
Training <i>(e.g. particular training already undertaken)</i>	Health and Safety. Customer Care.		Interview
Skills and Abilities <i>(e.g. written/oral communication, dealing with public, team working skills)</i>	Good oral communication	IT Skills	Application, Interview.
Other Factors <i>(e.g. ability to work outside office hours, physical demands of the job)</i>	Flexible approach to working hours including days, evenings, weekends and bank holidays.		Interview