

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: Wellbeing Fitness Instructor

Job Purpose: To assist the Fitness and Wellbeing Manager in managing and developing the fitness team and fitness facilities.

Responsible to: Fitness and Wellbeing Manager

Salary: £21,000 - £23,000 pro rata (dependent on experience)

Hours: 3 days per week (7.5 hours per day) to include evenings and weekends.



Roles and Responsibilities:

Delivery of fitness programme

- Design and delivery of fitness classes and activities to expand the programme on offer at Greenway Gym and continually improve experience for the community and gym customers
- Cover fitness classes during times of absence or change over
- To assist the Fitness and Wellbeing Manager in organising and managing the group exercise timetable, with the aim of increasing the Centre's usage amongst the local community
- To coordinate the wider team of personal trainers and freelance instructors, making sure the fitness team have the support and kit required to deliver their programmes.

Development of the Fitness programme, facilities and experience

- To support the Fitness and Wellbeing Manager to develop and manage the fitness programme and facilitates, continually improving standards, programmes, performance and experience for members and the wider community.

- To deputise for the Fitness and Wellbeing Manager, overseeing day to day management of the programme and facilities, and leading the gym team or completing reporting or other duties when the Manager is not present
- Assist with staff management such as managing staff rotas and cover where necessary
- Assist in recruiting/training and monitoring Personal Trainers and freelance instructors.
- Work with the Fitness and Wellbeing Manager to continually seek ways to maximize the gym offer and develop new income streams and partnerships
- To contribute to and implement a marketing strategy in conjunction with the Fitness and Wellbeing Manager

Health and Safety, compliance, asset and risk management

- To conduct regular checks on fitness areas, equipment and ensure that ensure the fitness areas and Technogym equipment are maintained and presented in accordance with best practise and all health and safety standards
- To maintain high standards of health and safety across the Gym programme and activities
- To make sure that all members of the fitness team have the equipment and kit needed to deliver classes and activities

Membership retention, management and administration

- To be responsible for exceeding member expectations on a day-to-day basis, whilst ensuring the fitness areas and activities are promoted and run effectively
- To induct new members into the Greenway Gym and build relationships across the membership, helping make sure that everyone feels welcome and achieves their fitness goals.
- To ensure a high standard of customer service is maintained at all times
- To work with colleagues to utilise the membership software to manage the membership experience and data
- To support the Fitness and Wellbeing Manager to maximise customer retention through regular communications or campaigns, events and outreach.
- To gather feedback on membership experience, build relationships with members and respond to queries or complaints

General Duties

- Have a flexible working approach which may require evenings, weekends and shift work.
- To comply with all Southmead Development Trust's policies and procedures.
- To support the wider SDT team in leading healthier lives.
- To model and encourage our values of positivity, welcoming, entrepreneurialism, integrity and excellence, and fulfil the wider vision of the Southmead Development Trust

- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occur
- Any other duties as and when required

Person Specification

Post Title: Wellbeing Fitness Instructor			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Level 3 Personal Trainer qualification • Specific class delivery CPD's 	<ul style="list-style-type: none"> • Level 4 specialisms • First Aid qualification • GP exercise on referral certificate 	CV
Experience	<ul style="list-style-type: none"> • Experience of working in the leisure industry; • Ability to give gym inductions and write fitness programmes for individuals on request • Able to plan and deliver a variety of exercise classes • Able to manage gym floor, keeping it clean and the equipment well maintained • Ability to generate activities and ideas to boost memberships and retention 	<ul style="list-style-type: none"> • Experience of managing events and projects • Experience of generating a turnover and profit • Level 3 exercise referral scheme 	CV Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Passion for fitness and great people skills • Ability to motivate and coordinate a fitness team • Proven ability in both written and verbal communication • Awareness of Health & Safety in the workplace • Able to conduct risk assessments • Excellent customer service skills • Ability to teach a range of classes • Experience of producing own choreography for fitness classes 	<ul style="list-style-type: none"> • Experience in resolving complaints • Experience of leading a team • Knowledge of Southmead and the issues facing local residents • Ability to develop a variety of income streams. 	Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> Proficient with Microsoft Word, Excel and PowerPoint and social media 	<ul style="list-style-type: none"> Ability to develop active partnerships to improve delivery of service. 	
Attitude	<ul style="list-style-type: none"> Ability to work independently and proactively Demonstrates commitment to continual professional development Ability to lead and work as part of the team Personal drive for excellence Flexible approach to work (evening and weekends) To act as a positive role model to others within the business Passionate about working with the community 		Interview