



**Job Description**

**Job Title: Fitness Advisor**

**Department: Health & Fitness**

**Responsible to: Health & Fitness Gym Manager**

**Location: YMCA Gym, Shakespeare Street**

**Hours: Part-Time and Casual roles available (to include evenings, weekends and bank holidays, as required)**

**Salary: £9.50 per hour**

**Job Purpose**

* To ensure the provision of excellent customer service and safe operation of the centre
* To deliver member inductions into the correct use of fitness suite equipment, to design and deliver personal individual training programmes, to deliver high quality fitness classes and to promote usage of the facilities and classes.
* To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do

**Principal Responsibilities**

1. To carry out inductions
2. To deliver safe, effective, and enjoyable fitness classes on the studio timetable in accordance with the class guidelines
3. Assist customers to improve their technique, to provide individual programmes and to offer dietary advice where appropriate.
4. To support the creation of digital fitness content
5. To assist members with membership queries including membership sign ups
6. To know all aspects of the YMCA gym inc. promotions, memberships and job roles
7. To complete individual programme requests as soon as possible
8. To ensure the facility is a safe and clean environment for our members
9. To complete cleaning tasks when on duty
10. To carry out minor maintenance as and when required and to inform the Gym Manager or Management of any major maintenance repair needed
11. To carry out personal fitness tests
12. To promote any class/session that the gym is running and to take/run such classes, if qualified
13. Keep management informed of any accidents/incidents which occur on your shift and to report any situation which may be a health and safety hazard
14. Assist in the marketing and promotion of the gym
15. To assist in gym administration tasks
16. To open and close the facility when required and maintain security of the premises and any equipment therein

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

 To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

**4** **Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies.

**Line Management Responsibility:**

No direct line management responsibilities but the post holder will be expected to supervise new or temporary staff, apprentices, work experience trainees etc as required

**Person Specification**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting.**

**Job Title:**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | 1.1 Practical experience of working in a fitness centre | A, I |
| 1.2 Practical experience of front line customer service | A, I |
| 1.3 Practical experience of delivering fitness classes | A, I |
| 1.4 Practical experience of gym floor based fitness instruction/coaching | A, I |
| **Knowledge** | 2.1 Knowledge of Health & Safety legislation **(desirable)** | A |
| 2.2 Knowledge of nutrition principles regarding weight loss, muscle building etc | A |
| **Education/ Training / Qualifications** | 3.1 Must hold Level 2 Gym Instructor | A, D |
| 3.2 Must hold Level 3 Personal Trainer | A, D |
| 3.3 Level 2 Indoor Group Cycling or Spin **(desirable)** | A, D |
| 3.4 Certificate or qualification in ETM, Kettlebells, Circuits, **(desirable)** | A, D |
| 3.5 Yoga/Pilates **(desirable)** | A, D |
| 3.6 Level 3 Exercise Referral **(desirable)** | A, D |
| 3.7 First Aid at Work (if not currently held, must be gained within 3 months of employment) | A, D |
| 3.8 Certificate or qualification in Nutrition/Nutrition Coaching **(desirable)** | A, D |
| **Skills & Abilities** | 4.1 Create and implement programmes suitable for individual need, to be able to work on own initiative and judgement | A, I |
| 4.2 Good time management and organisational skills | A, I |
| 4.3 Excellent communication and customer service skills | A, I |
| 4.4 Ability to work as part of a team | A, I |
| 4.5 Ability to deliver a variety of safe, effective and enjoyable fitness classes | T |
|  | 4.6 Ability to provide appropriate fitness advice to a variety of demographics including special populations | A, I |
| 4.7 Ability to create digital content and promote Association branded services | A, I |
|  |  |
| **Other work related requirements** | 5.1 Ability to support the Christian core values of the Association | A, I |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | A, D |
| 5.3 Ability to understand the needs of people from diverse backgrounds | A, I |
| 5.4 Ability to work flexibly (including early mornings, evenings and weekends) | A, I |
|  | 5.5 Willingness to continually improve own learning | A, I |

**\*How Assessed** – (A) on application form, (I) at interview, (T) during a test,

(D) from documentary evidence e.g. qualifications, driving license etc (relevant documents will be checked at the interview stage)

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children, young people and adults at risk*