**JOB DESCRIPTION**

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| **Job Title:** | **Fitness Instructor** |
| **Reporting To:** | Duty Manager |

**Background**

Wave Leisure Trust Ltd (Wave) was formed in 2006 as a registered charitable company limited by guarantee.The Trust manages eight facilities on behalf of Lewes District Council, East Sussex County Council, and in partnership with Seaford Head School, Ringmer Community College, Priory School and Newhaven Town Council. Recently Wave also acquired Sport Eastbourne sites and East Grinstead Sports Club.

Over the years Wave has had one fundamental and driving purpose of ***“inspiring active lifestyles”*** and as such is determined to deliver to the Vision of being “at the heart of an improvement in health and wellbeing within the community”.

The five key pillars underpinning Wave’s Vision are; Achieving Excellence, Business Sustainability, Engaging Staff and Partners, Customer Choice and Delivering to the Community.

**The Post in Context**

Undertake all functions involved in the daily operation and service delivery within Gym. This includes providing supervision of the gym floor, undertaking various gym appointments including gym programming, reviews, floor-based coaching and a high level of engagement and connection to actively recruit and retain members. As a Fitness Instructor you will be required to deliver the highest quality service throughout the Centre by inspiring and motivating customers, to increase retention and provide guidance as well as support to ensure customers achieve their goals.

**Main Duties**

* To motivate and support customers in order to increase retention and support customers to achieve their goals.
* To carry out gym appointments, including welcome workouts, Personal Plans and Plan reviews.
* Provide advice and guidance to customers to ensure they use equipment safely and adopt the correct exercise technique.
* To promote and deliver Personal Training sessions.
* Deliver gym floor small group training as required.
* Create and promote in centre gym challenges to engage customers.
* To actively participate in the membership sales process by making customers aware of the benefits of membership and group exercise participation.
* To meet agreed performance KPI targets set by the Fitness Lead.
* Create content for websites and social media platforms in the manner of images and video material.
* To assist the Duty Management Team in organising special events, programme development and promotions when required.
* To ensure that the gym is maintained in a clean, safe, hygienic and tidy condition during your hours of supervision.
* Following & adhering to site checklists.
* To carry out appropriate maintenance checks to fitness equipment when required.

**General**

* To wear the uniform provided by the centre and always adopt a high level of presentation.
* To comply with health and safety processes and procedures.
* Attend training sessions and team meetings as and when required.
* Various administration tasks as and when required.
* Undertake Duty Manager training and tasks as required.

**Note**

* You will not actively promote your private business within Wave facilities (including the car park) and to Members.
* You will keep Wave informed of external classes you teach and programs you run.  By advising Wave of the classes and programs you run we can ensure that there is no direct conflict of interest.
* You will not promote your private business using images of Wave facilities or Wave members participating in Wave activities.
* If a Wave member is also a member of your exercise classes, you may of course use their image to promote your class (subject to image release authorisation).
* You will make every effort to attend team meetings.  These are really important in terms of feeling part of the wider team, training sessions and CPD points.

I agree to accept this Job Description.

**Name:** ………………………………………………………………………………………………..

**Signed:** ………………………………………………………………………………………………

**Date:** ………………………….………………………………………………………………………

**PERSON SPECIFICATION – FITNESS INSTRUCTOR**

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|  | **Essential** | **Desirable** |
| **Disposition** | * Customer focused * Great communicator * Driven and enthusiastic * Passions in health & wellbeing * Creative and intuitive * Empathetic * Pro-active & good organisation * Team Player but also a good leader * Listening skills |  |
| **Experience** | * Similar work environment | * Personal Training * Experience in working with a range of clients including (but not limited to) juniors, seniors, disabilities and referrals |
| **Qualifications** | * L2 Fitness Instructing | * Ability to obtain qualifications in Exercise Referral * CIMSPA registered * Level 3 Personal Training |
| **Specialist Knowledge** | * Genuine interest in health and fitness * After training, to be able to undertake preventative maintenance on equipment * Knowledge of behaviour change and goal setting |  |
| **Skills** | * Communication skills (verbal and written) * Computer competent, MS Office software and email |  |
| **Other** | * To be flexible to the changing demands of the business * To be able to follow Wave Leisure Trust Policies and Procedures |  |