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**Support and Professional Services**

**Sport and Recreation**

**Health and Fitness Instructor**

**ZZ600700**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term (for 18 months)**

**Part-time (20 hours per week)**

**Working pattern**

Term-time (31 weeks)

Monday – Thursday: 17.00 - 21.00

Friday: 10.00 - 14.00

Vacation (21 weeks)

Monday – Friday 17.00 - 21.00

Shift pattern may be negotiable

Salary is in the range £10,435 - £11,667 per annum (plus enhancements in the range of £2,087 - £2,333 per annum) and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 20 per week. Overtime is not normally payable but time off in lieu may be given. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Health & Fitness Instructor |
| **Grade:** | 3 |
| **Faculty/Service:** | Support and Professional Services |
| **School/Department:**  **Location:** | Sport and Recreation Department  St Paul’s / Spinnaker Sports |
| **Position Reference:** | ZZ600700 |
| **Cost Centre:** | 45690 |
| **Responsible to:** | Health and Fitness Officer |
| **Oversees:** | N/A |
| **Effective date of job description:** | Oct 2017 |

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| **Purpose of Job:** |
| * To support the department health, fitness and wellbeing programmes by teaching fitness classes,    designing training programmes, delivering gym inductions, personal training and gym workshops. * To provide an excellent member experience by engaging and building relationships with members and promote the departments services and facilities. * To ensure the facilities are well maintained and safe for use at all times. |

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| **Key Responsibilities:** |
| The post holder will:   * Deliver a wide range of fitness classes as part of the health and fitness programme. * Deliver gym inductions, personal training, wellbeing initiatives and design fitness training programmes to suit individual members’ needs. * Provide supervision of the gym areas and activities within them and ensure fitness equipment within the gym and studio areas are well maintained and safe for members. * To be committed to ensuring that all customers have an excellent experience.  Customers should be welcomed and encouraged to return. They should be listened to and their needs catered for. Identify ways that the customer experience could be improved upon and look to advise the management accordingly * Support the delivery of health, wellbeing and fitness project work * Carry out administrative tasks as required by their line manager * Carry out such other duties as may be reasonably required by the line manager * Provide First Aid when required |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of teaching a large variety of fitness classes including exercise to music | E | AF, S |
|  | Experience of designing and delivering training programmes and inductions and giving appropriate exercise advice. | E | AF, S |
|  | Good knowledge of sport, exercise and fitness field | E | AF, S |
|  | Experience of working in a customer led, service environment | E | AF, S |
|  | Knowledge of different methods of developing physical fitness for a range of people | D | AF, S |
|  | Work experience in a leisure facility | D | AF, S |
|  | Sports coaching / instructing experience | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Skills and ability to teach a large variety of fitness classes including exercise to music | E | AF, S, Practical |
|  | Skills and ability to deliver training programmes and inductions | E | AF, S, |
|  | Ability to deliver personal training sessions for different populations | D | AF, S |
|  | Ability to relate well to students, staff and other users | E | AF, S, Practical |
|  | Effective verbal and written communication skills | E | AF, S, Practical |
|  | Good IT skills | E | AF, S, Practical |
|  | Basic First Aid skills | D | AF, S, Practical |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Level 2 ETM (or equivalent) | E | AF, S, Practical |
|  | Further fitness qualification e.g. Step / Pilates / Yoga / Zumba / Les mills GRIT | E | AF, S, Practical |
|  | Level 2 Gym Instructor (or equivalent) | E | AF, S |
|  | Level 3 Personal training (or equivalent | D | AF, S |
|  | Educated to GCSE Grade C or above (or equivalent) in English | E | AF |
|  | Degree in sports related subject that demonstrates the ability to deliver gym instruction | D | AF |
|  | University recognised First Aid certificate | D | AF |
|  | Other sports coaching qualifications | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Excellent level of personal fitness | E | AF, S, Practical |
|  | Enjoy teaching and coaching in large groups | E | AF, S, Practical |
|  | An interest in sport, exercise and fitness | E | AF, S |
|  | Enjoy interacting with a wide range of people | E | AF, S |
|  | Ability to work within team | E | AF, S |
|  | Highly motivated and driven | E | AF, S |
|  | A strong ability to use own initiative | E | AF, S |
|  | Commitment to motivating others to be more physically active | E | AF, S |
|  | Enjoy teaching and coaching in large groups | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation/Practical

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | ✓ |
| 2. Manual Handling (of loads/people) | ✓ | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) | ✓ | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA | ✓ | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | ✓ | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business  (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  ✓ | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Karen Harris |
| **Date** | 20/10/17 |
| **Extension number** | 3521 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.