



Fitness Consultant

Grade and salary: Grade 3 £21,543 – £24,248 pa + Shift Allowance

Working hours: Full-time 35 hours per week

Tenure: Permanent

Location: Sports & Fitness centre & Greenbank Gym

Faculty: Facilities, Residences & Commercial Services – Sport Liverpool

Recruiting department contact: greg.martin@liverpool.ac.uk

Job ref: 084166

The Role

Role overview and University context:

This role is about delivering exceptional customer service whether motivating members, giving personal training or teaching a variety of classes. It involves supervising the gym floor offering help and support with exercise programmes and techniques and giving advice on training and lifestyle.

Reports to the Fitness Team Leaders.

Key responsibilities and duties:

- To assist in the smooth operation of the Gym and associated facilities
- Working as part of the team on a rotating shift basis to include mornings/evenings and weekends
- Responsible for delivering a high-quality service to members
- Daily operational duties such as facility checks, cleaning of equipment and maintenance checks
- To be actively involved and promote activities, events and challenges within the facility
- Membership and administrative duties as and when required
- To follow the Normal Operating Procedures and Emergency Action Plan as well as other University policies and guidelines
- To maintain customer records in line with legislation and University guidelines
- To ensure that standards of cleanliness and tidiness throughout the building are always maintained
- To ensure that all appropriate areas of operation and equipment are always safe for use as set out in the departmental guidelines, reporting any anomalies and taking appropriate action accordingly
- To always adhere to departmental and University policies and guidelines
- To undertake training as required to keep up to date with current trends and development both internally and externally and as deemed necessary by the Management
- To deliver inductions, programmes, PT taster sessions and health checks
- To deliver group exercise classes such as spinning, circuit training
- To maintain customer records and associated database as necessary
- To carry out Personal Training where appropriately qualified/experienced to do so
- To open and lock up areas of the building under the direction of the Manager/Supervisor/Team Leader
- To cover for absent colleagues as and when required
- To be aware of and implement departmental policy concerning health and safety at work

- To keep Management informed and advised of all matters within the scope of the role, and to support him/her in providing advice, initiating, preparing and presenting reports as requested
- To maintain/ clean equipment and facilities as required
- To deal with customer enquiries and maintain relevant administrative procedures
- To apply first aid as required
- Attend regular staff meetings
- Contribute to meeting departmental targets and service standards
- Any other duties that are commensurate with the grade which may include working within other areas of the Sport Liverpool facilities
- Undertake other duties commensurate with the grade as required.
- As a qualified fitness instructor, you will hold a recognised level 3 qualification
- You will have a strong fitness background with a wide variety of experiences in different sectors
- You will be required to teach classes, so will need excellent teaching technique and the ability to motivate all fitness levels
- You will take the time to understand each individual client's needs and how to help them achieve their goals, whether they're recovering from an operation or training for a marathon
- You will have a sound knowledge of health & safety especially in relation to the Fitness industry
- You will need to be a competent computer user with excellent written and verbal communication skills

Additional requirements:

Manual Handling

The post involves bending, stretching and the manual handling of loads up to 15kg. A system to control the risks is in place. The appointee will be required to complete a health questionnaire. Appointment will be subject to Occupational Health screening.

In addition to the above, all University of Liverpool staff are required to:

- Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.

- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the University's Professional Development Review scheme and take a proactive approach to own professional development.
- Demonstrate customer service excellence in dealing with all stakeholders.
- Embody and uphold the University's Vision and Values.

About you

Experience

Essential

- 1 Relevant experience in the fitness industry.
- 2 Experience of teaching group exercise classes.
- 3 Experience of carrying out health checks and Fitness Tests.
- 4 Experience of instructing/teaching customers to use equipment correctly.
- 5 Experience in the development and delivery of personalised training schedules.

Desirable

- 1 Experience In other areas of sports and fitness.

Education, qualifications and training

Essential

- 1 Fitness Qualification at REPs level 3 or equivalent.
- 2 Relevant group exercise qualification.
- 3 Nutrition experience/qualification.
- 4 First Aid Qualification.

Desirable

- 1 Automated External Defibrillator qualification.
- 2 Strength and Conditioning experience/qualification.
- 3 Exercise to Music Qualification.

Skills, general and specialist Knowledge

Essential

- 1 Knowledge and experience of using an extensive range of gym equipment.
- 2 Excellent interpersonal skills.
- 3 Health and Fitness enthusiast
- 4 Forward thinking, and easily adaptable to change.

Desirable

1 Health marketing and promotion skills.

Personal attributes**Essential**

1 Reliable, punctual, honest and trustworthy.

2 Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing.

3 Ability to work on your own initiative and within a team.

4 Positive 'can-do' attitude and enthusiastic.

5 Ability to undertake duties which include a high degree of physical activity.

Desirable

1 Flexible with the ability to work shifts, and to cover for absent colleagues at short notice.

About us

Established in 1881, we are an internationally renowned Russell Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best [universities](#) both nationally and globally, and the majority of our research is rated world leading or internationally excellent. [Find out more about us.](#)

Why Work Here

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague's wellbeing and development. Discover more [about working here.](#)

Moving from abroad

As a global institute, we welcome applicants from all nationalities, moving from a different country can be challenging and we would like to help as much as we can, we have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more about [moving from abroad.](#)

Our Staff

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what our [colleagues have to say.](#)

How to Apply

Application process

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account on our [Vacancies Portal.](#)

Once you submit your application you will receive an automatic email acknowledgment. You can view your application at any time by clicking into the application history section of your account.

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

Job description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

Right to work

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. The UKVI have an interactive tool allowing you to immediately see if vacancies are eligible for a Skilled Worker visa. You will need to know the SOC code for the role, view our [most used SOC codes](#), if none of these apply to this role, there are more codes on the eligibility checker. The skilled worker eligibility checker can be found on [GOV.UK](#).

Disabilities and alternative formats

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies documentation in alternative formats, please email: jobs@liverpool.ac.uk or telephone 0151 794 6771.

