**JOB DESCRIPTION**

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

**Background**

Wave Active is an award-winning charity and social enterprise, supporting our local communities with facilities, activities, and services to inspire active lifestyles.

Our purpose is to “Inspire Active Lifestyles” and vision, “To be at the heart of the improvement of health and wellbeing in the Community”.

We are passionate about providing services and opportunities that support individuals to gain, regain or maintain health, fitness and wellbeing improvements. Managing 15 leisure facilities and Newhaven Fort, across the Lewes District and Eastbourne Borough of East Sussex we provide health and fitness services for both members and non-members of all ages to participate in, whether that be through sport, group exercise, gym, swim, play or health services.

While we offer a range of facilities and activities across our multifunctional spaces, our team is key to creating an approachable environment enabling individuals to prioritise their wellbeing and their health journey.

Formed in 2006 Wave Active continues to ensure all surplus revenues generated from activities are reinvested back into the community in the form of facility developments and refurbishments, new programmes of activity and to support those with health conditions to make health improvements.

**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 to increase retention and support customers to achieve their goals.
* To carry out gym appointments and deliver our member journey, 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.
* Deliver gym floor group training sessions as required (cross site if/when required)
* Deliver gym floor workshops as required (cross site if/when 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 Operations Manager.
* Create content for websites and social media platforms in the manner of images and video material.
* To assist the Operations Management Team in organising special events, program 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 and follow procedures to ensure kit is back in working order as soon as possible.

**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.

**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.
* It is desired that you will have both L3 PT qualifications and GP referral or be willing to work towards both of these qualifications.
* To deliver appointments in line with relevant qualifications.
* You may be required to work across different sites when cover is needed as per the needs of the business.

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 * GP Referral qualification/The desire to work towards this qualification. |
| **Specialist Knowledge** | * Genuine interest in health and fitness * After training, to be able to undertake preventative maintenance on equipment * Knowledge of behavior change and goal setting |  |
| **Skills** | * Communication skills (verbal and written) * Computer competent, MS Office software and email |  |

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| **Other** | * To be flexible to the changing demands of the business * To be able to follow Wave Active Limited’s Policies and Procedures |  |