

Job Description

Health & Fitness Coach

Job Title: Health & Fitness Coach

Department: Newark & Sherwood

Responsible to: Gym Manager

Location: YMCA Newark & Sherwood, Community & Activity Village, Lord Hawke Way, Newark on Trent, NG24 4FH

Hours: 15 (10 hours of coaching, and 5 hours of admin will be required per week)

Salary: £10,938.51

Job Purpose

- Responsible for the delivery of a variety of high-quality strength & conditioning classes to a wide range of members.
- Ensure the provision of excellent Customer Service and Safe Operation of the Centre.
- Additional hours included within this role for administrative responsibilities, helping with marketing and promotion, member engagement and on-boarding.
- Option to be able deliver PT sessions.
- 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. Coaching & Programme Delivery

- 1.1 Deliver strength & conditioning classes to members following the coach's manual.
- 1.2 Effectively communicate and coach a variety of skills and movements to a wide range of audiences.
- 1.3 Aid with the programming of class workouts.
- 1.4 Create a friendly, fun & inclusive training environment for all members.
- 1.5 Ensure the safe delivery of classes and that all H&S protocols are followed.

2. Promotion & Member Engagement

- 2.1 Assist the Management in marketing and promotion of the gym.
- 2.2 Actively seek out opportunities to engage with members and build professional relationships with.
- 2.3 Ensure a good working understanding of the CRM system.
- 2.4 Work with other YMCA support services and departments (especially M&PR to generate content for social media and regular blog posts on our website)

3. Ongoing Development

- 3.1 Actively engage in continual learning to improve coaching skills and delivery.
- 3.2 Take part in in-house and external training.
- 3.3 Attend coaches' meetings
- 3.4 Provide ideas and suggestions on how things can be improved or done better.



4. Facility Upkeep & Health & Safety

- 4.1 Ensure the gym is a safe and clean environment for members.
- 4.2 Carry out any minor maintenance as and when required – to inform the Manager of any major maintenance/repair needed.
- 4.3 Keep Management informed of any accidents/incidents, which occur on your shift, and to report any situation, which may be a Health & Safety hazard
- 4.4 Act as shift supervisor cover where required.
- 4.5 Maintain professionalism and professional boundaries with both staff and members.
- 4.6 Ensure familiarity with all aspects of the gym operations including promotions, memberships, and other job roles.

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. Informal supervision of Casual workers, apprentices, work experience placements and volunteers may be 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. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Practical experience of working in a functional fitness gym.	A, I
	1.2 Practical experience of delivering functional fitness classes or similar, to a wide range of members.	A, I
	1.3 Practical experience of delivering personal training sessions.	A, I
	1.4 Practical experience of delivering nutrition workshops and/or coaching. (Desirable)	A, I
	1.5 Practical experience of working with members with disabilities. (Desirable)	A, I
	1.6 Practical experience of working with children and youth. (Desirable)	A, I
Knowledge	2.1 Understanding and experience of safe practice in a gym setting.	A, I
Education/ Training / Qualifications	3.1 Must hold a minimum level 3 Personal Training qualification or equivalent.	A, D
	3.2 Certificate or qualification in youth fitness delivery (DESIRABLE)	A, D
	3.3 Certificate or qualification in disability fitness delivery (DESIRABLE)	A, D
	3.4 Certificate or qualification in nutrition. (DESIRABLE)	A, D
	3.5 First Aid at Work (if not currently held, qualification must be gained within 3 months of employment).	A, D
Skills & Abilities	4.1 Confident and comfortable in front of large classes.	A, I, T
	4.2 Excellent communication skills.	A, I, T
	4.3 Friendly, approachable and enthusiastic.	A, I, T



	4.4 Punctual with good time management and organisational skills.	A, I, T
	4.5 Good understanding of scientific training principles and methodologies.	A, I, T
	4.6 Ability to work and contribute to a team and be comfortable working on your own.	A, I
	4.7 Able to connect with and understand the needs of people from diverse cultural, social and racial backgrounds.	A, I
	4.8 Commitment to and enjoyment of physical fitness as part of a healthy lifestyle.	A, I
Other work related requirements	5.1 Ability to support the Christian core values of the Association	A
	5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	A
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	D
	5.4 Willingness to work unsociable hours including evenings and weekends.	A, I

*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity.

YMCA Newark & Sherwood is committed to the protection of children and adults at risk.

