

Recruitment Pack for

Health and Fitness Advisor

TriFitness

Dear Applicant

Post: Health and Fitness Advisor (TriFitness) Temp until 30/04/2022
Closing Date: **Wednesday 6 October 2021 at 17:00**
JOB REF No: **0596**
SALARY: **£18,681 – £20,757 per annum**

Thank you for the interest you have shown in our temporary full time Health and Fitness post within our team based at TriFitness in Galashiels. Whilst this role is temporary in the first instance it is with a view that the post will be made permanent from 1 April. You will find the following enclosed:

The following information provides you with details about our organisation to assist you with your application. More information can be found on our website www.liveborders.org.uk

- Introduction to Live Borders
- TriFitness
- Our Strategic Vision
- Job Description and Person Specification
- Conditions of Employment

The enclosed information provides you with details about our organisation to assist you with your application.

If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form. Please complete both and return to recruitment@liveborders.org.uk

The anticipated timeline for the recruitment process is outlined below:

Closing Date: **Wednesday 6 October 2021 at 17:00**
Interviews: **TBC**

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.

Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitor performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people.

Our Aims and Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team, made up of our CEO and 3 Directors, provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver any of its services to customers we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which the way we do things are different:

<https://www.liveborders.org.uk/what-to-expect-getting-you-back-safely/>

TriFitness

There has never been a more exciting time to join us at Live Borders – a not for profit, registered charity delivering leisure, cultural and sport services to all communities of the Scottish Borders and beyond. We are passionate about helping our members improve their wellbeing, inspiring them to be healthier, happier and stronger, achieving lasting lifestyle changes.

TriFitness operates a wide range of fitness classes. From Group Cycle, to Zumba, to Les Mills and everything in between. Our gym is brimming with the latest gym equipment and is home to a happy thriving community of users.

We are seeking to recruit a full time Health & Fitness Advisor on a temporary basis to join our friendly team at TriFitness in Galashiels.

At TriFitness, and across Live Borders, we are all about Health and Fitness and as an advisor on our team then you should be too. You will have a passion for helping people to improve their health, putting the customer first and supporting them to help achieve their goals.

You should have a positive outlook, be results focused, self motivated and have exceptional communication skills and be determined to succeed. Ideally you will have a strong background in the fitness industry.

You will work with our customers on the gym floor, offering help and support with exercise programmes and techniques, giving advice on training and lifestyle choices, as well as delivering group exercise and circuit based classes, covering everything from Spin to Les Mills. As well as making sure the gym is as shiny as a new pin at all times.

You must hold a Level 2 Gym/ETM qualification and ideally a Spin qualification.

This post will initially be appointed on a fixed term to the 31 March 2022, but with potential to be made permanent.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title:	Health and Fitness Advisor
Directorate:	Live Borders
Reporting to:	Duty Manager

Job Purpose:

To ensure the effective co-ordination and delivery in the day-to-day operation of the facility, working as part of a team to ensure the ongoing successful delivery of health & fitness services to the public.

Responsibilities:

1. Provide excellent customer service on all aspects of the venue/facility to ensure the ongoing successful delivery of the service to the public.
2. Improve member retention by increasing the number and quality of customer inductions and programmes on the gym floor.
3. Deliver high quality fitness classes as and when required to satisfy the needs of the membership
4. Responsible for promoting fitness classes in order to achieve business and financial targets
5. Increase the numbers of members and Pay as you go members by actively being involved in organising and promoting appropriate initiatives, events, membership packages etc.
6. Attend training courses as and when required from the Centre.
7. Take an active role in the day-to-day operation of the centre to ensure the ongoing successful delivery of service to the public.
8. Implement all statutory guidelines to provide a safe environment for customers and staff
9. Carry out the correct opening and closing procedures of the building
10. Ensure that services are delivered with a customer focused ethos.
11. Positively represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders' profile.
12. Comply with, and ensure compliance with, all Live Borders policies and procedures.
13. Promote equal opportunities in service delivery.
14. As an employee, you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.
15. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders.

Other details:

Many elements of this job require the post holder to be physically fit and active.
Requirement to work out of hours or weekends – regular evening and weekend work will be required.

Requirement for PVG/Disclosure check – yes

Person Specification

EDUCATION			
Essential	Assessed by	Desirable	Assessed by
A good all round standard of education	A/ I	Personal Training Level 3	A/ I
Gym Instructor level 2 preferred but training offered to the right candidate	A/ I	First Aid at work	A/ I
		Exercise to Music Level 2	A/ I
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by
Experience of delivery high standards of customer service		Experience of working in a target driven environment and having accountability for sales targets	
SKILLS AND KNOWLEDGE			
Essential	Assessed by	Desirable	Assessed by
Ability to communicate effectively	I	Knowledge of operational processes and procedures	A/ I
Excellent customer care skills	I	Have the ability to be proactive with sales	I
Organisational skills	A/ I		
Ability and desire to take ownership of responsibilities	I		

PERSONAL ATTRIBUTES			
Essential	Assessed by	Desirable	Assessed by
Ability to operate effectively as a member of a team	I		
Capabilities to work with minimum direct supervision	I		
The ability to motivate others	I		
The setting and delivery of high standards	I		

KEY

A - Application

I – Interview

R– Reference

T - Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	TriFitness, Galashiels (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	37 hours per week, worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.