

JOB DESCRIPTION

POST TITLE	:	Gym and Class Coordinator– Fitness Evolution
SCALE	:	Support Scale
SALARY	:	Up to £24,559
RESPONSIBLE TO	:	Fitness Evolution Manager
CLOSING DATE	:	12.00pm, Friday 28 August 2026
INTERVIEW DATE	:	Monday 7 September 2026

Main Purpose of the Post

To provide a comprehensive service for Fitness Evolution and Burnley College. The post holder will work alongside the team as a main contact for all matters relating to health, fitness and well-being at Fitness Evolution. As well as ensuring the delivery of quality fitness advice, inductions, training programmes and personal training sessions. The post holder will also be responsible for class delivery, supporting marketing and sales initiatives and developing fitness challenges as well as reporting on membership numbers and class data to support fortnightly financial reporting and business planning.

Responsibilities

- 1 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 2 Ensuring the delivery of high-quality fitness advice, personal training sessions, group exercise classes and customer care.
- 3 To undertake reception duties when required.
- 4 Support and generate marketing and sales initiatives to increase memberships and sales.
- 5 To undertake invigilation duties when needed.
- 6 To carry out such other duties as the Principal may reasonably require.

Tasks

- 1 To ensure the smooth running of classes, provide high quality fitness training, advice, programmes inductions to gym users
- 2 To manage the class programme through close monitoring of the quality of delivery, attendance figures, class viability and making changes where needed in discussion with the Operations Manager.

- 3 To plan, manage and report to the Operations Manager on the monthly performance of the facility against budget projections.
- 4 To assist in maintaining and updating the membership and database systems in line with the Data Protection Act, including sales, renewals, direct debits and customer exits.
- 5 To generate and retain agreed gym membership levels and revenue targets across the business, keeping track of income and membership revenue monthly.
- 6 To assist the Marketing Team with the promotion of Fitness Evolution to maximise income potential.
- 7 To ensure that high levels of customer service and public relations are maintained, as well as working with the Administration & Marketing Co-ordinator to deal with and resolve customer enquiries and complaints and address concerns or queries as they arise in a professional manner.
- 8 To support with reception duties when required.
- 9 To ensure that standards of security, safety, maintenance, and cleanliness are maintained within Fitness Evolution and surrounding areas and ensure that rules are upheld for the comfort of all users of the facilities.
- 10 Any additional duties and responsibilities that may be reasonably directed by your line manager.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Gym and Class Coordinator

DIVISION: Fitness Evolution

QUALIFICATIONS

		Essential/ Desirable	To be identified by:
1	Level 3 Fitness Instructor Qualification	E	Application form/ Interview
2	Recognised First Aid Qualification	D	Application form

KNOWLEDGE/SKILLS

1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent literacy and oral communication skills	E	Application form/ Interview
3	Excellent IT and numeracy skills	E	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Ability to effectively present data	D	Application form/ Interview
6	Awareness of Safeguarding Legislation	D	Application form/ Interview

EXPERIENCE

1	Leadership experience in the leisure fitness industry	D	Application form/ Interview
2	Experience of Microsoft Office applications	E	Application form/ Interview

PERSONAL

1	Commitment to the delivery of excellent support to our clients	E	Interview
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2	Excellent communication skills	E	Application form/ Interviews
3	Good teamworking skills and commitment to Teamworking	E	Application form/ Interviews
4	A commitment to ongoing professional development	E	Application form/ Interview
5	Enthusiasm for industry	E	Application form/ Interviews

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*