

## JOB DESCRIPTION

|                |   |                                       |
|----------------|---|---------------------------------------|
| POST TITLE     | : | Personal Trainer and Class Instructor |
| SALARY         | : | Up to £24,559                         |
| RESPONSIBLE TO | : | Fitness Evolution Operations Manager  |
| CLOSING DATE   | : | 5.00pm, Monday 26 October 2026        |
| INTERVIEW DATE | : | Wednesday 4 November 2026             |

### **Main Purpose of the Post**

To provide a comprehensive service for Fitness Evolution and Burnley College. The post holder will be a main contact for Fitness Evolution members and centre bookings for matters relating to Exercises Classes, Personal Training sessions and the general advice and guidance regarding the Fitness Evolution Leisure facility. The role will ensure the delivery of quality fitness advice for members, inductions and programming as well as responsibilities for class delivery, supporting marketing and sales initiatives, developing challenges, reporting on membership numbers and class data to support monthly financial reporting.

### **Responsibilities**

- 1 To ensure the smooth running of classes, providing high-quality fitness training, advice, programmes and inductions to gym users
- 2 To support the wider team with the effective, safe running of the leisure facility
- 3 Ensuring the delivery of high-quality fitness advice and customer care.
- 4 Supporting marketing and sales initiatives to increase memberships and sales.
- 5 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 6 To undertake invigilation duties from time to time.
- 7 To carry out such other duties as the Principal may reasonably require.

### **HOURS:**

35 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. This role involves some evenings and weekends.

## PERSON SPECIFICATION

**POST:** Personal Trainer & Class Instructor

**DIVISION:** Fitness Evolution

| <b><u>QUALIFICATIONS</u></b>   |                                                                                         | <b>Essential/<br/>Desirable</b> | <b>To be<br/>identified by:</b> |
|--------------------------------|-----------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| 1                              | Level 3 Fitness Instructor Qualification                                                | E                               | Application form/Interview      |
| 2                              | First Aid qualification                                                                 | D                               | Application form                |
| <b><u>KNOWLEDGE/SKILLS</u></b> |                                                                                         |                                 |                                 |
| 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      |
| <b><u>EXPERIENCE</u></b>       |                                                                                         |                                 |                                 |
| 1                              | Experience running group exercise and personal Training in the leisure fitness industry | E                               | Application form/Interview      |
| 2                              | Experience of Microsoft Office applications                                             | E                               | Application form/interview      |
| <b><u>PERSONAL</u></b>         |                                                                                         |                                 |                                 |
| 1                              | Commitment to the delivery of excellent support to our students                         | E                               | Interview                       |
| 2                              | Excellent communication skills                                                          | E                               | Application form/Interview      |
| 3                              | Good teamworking skills and commitment to teamworking                                   | E                               | Application form/Interview      |

|   |                                               |   |                            |
|---|-----------------------------------------------|---|----------------------------|
| 4 | A commitment to ongoing professional updating | E | Application form/Interview |
| 5 | Enthusiasm for industry                       | E | Application form/Interview |

#### **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/<br>Interview/DBS/<br>References |
| 3 | Regular and Reliable Service<br>(the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)* | E | References/Occupational<br>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.*