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# JOB DESCRIPTION

**POST:** YSJActive Exercise and Wellbeing Assistant

**REF:**  TBC

**DEPARTMENT:** School of Science, Technology and Health (YSJ

Active)

**GRADE:** 2

**REPORTING TO:** YSJActive Manager

**SUPERVISORY RESPONSIBILITY:** Occasional supervision of casual YSJActive staff

# JOB PURPOSE:

To provide day-to-day administrative and clerical support, at either sports facilities on our Lord Mayors Walk campus or Haxby Road Sports Park.

To undertake the role of fitness suite and leisure facility assistant in order to support and develop the effective operation of YSJActive facilities, activities and projects.

To assist in the development of YSJActive as a recognised professional provider of sport, exercise and wellbeing in the university and the community.

To support and develop the effective operation of YSJActive facilities, activities and projects

# DUTIES AND RESPONSIBILITIES:

1. Provide an efficient, friendly and professional reception service acting as a first point of contact at either Haxby Road or Lord Mayors Walk sites.
2. To assist in, and coordinate the day to day activities within YSJActive facilities:
   * Bookings
   * Administration duties for memberships, facility usage and YSJActive activities
   * Equipment maintenance
   * Reporting of health & safety issues
   * Responsibility for safe keeping and reconciliation of all monies at YSJActive facilities
   * Liaison with YSJActive casual staff and university grounds and estates staff
3. Supervise the gym areas and other YSJActive facilities, ensuring the safety of users.
4. Assist in organisational support for large events at Haxby Road and Foss.
5. Maintain good relationships with all contractual and ad hoc users of the facilities.
6. Deliver fitness inductions and detailed instruction to all new and existing members of the gym areas.
7. Contribute to the delivery of a variety of specialised classes.
8. Assist the of YSJActive Manager in the development and delivery of YSJActive activities and projects.
9. Update social media outlets daily with news and activities.
10. Support the development and administration of the Sport Union.
11. Ensure health & safety regulations and normal operating procedures are observed.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** YSJActive Exercise and Wellbeing Assistant

**SCHOOL / DEPARTMENT:** School of Science, Technology and Health (YSJ Active)

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Level 2 Gym Instructor Qualification | Essential | Application |
| A relevant completed Degree, e.g. Sport or Business | Desirable | Application |
| A recognised qualification for leading group based exercise sessions e.g. exercise to music, circuit training etc. | Desirable | Application |
| A recognised Personal training qualification and/or REPS (Register of Exercise Professionals) accreditation level 3 | Desirable | Application |
| Current First Aid Certificate | Desirable | Application |
| Current sports coaching certificates/licence | Desirable | Application |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Knowledge and/or experience of common reception  duties, i.e. basic database handling, customer  support, filing systems, etc. | Essential | Application / Interview |
| Experience of working within an administrative or  clerical role. | Desirable | Application |
| Experience of working in the Health & Fitness industry  including experience as a gym based fitness  instructor. | Desirable | Application / Interview |
| Knowledge and experience of delivering fitness assessments and training programmes | Desirable | Application / Interview |
| Experience of dealing with customers | Essential | Application / Interview |
| Knowledge and/or experience of working in a Higher Education establishment | Desirable | Application / Interview |
| Knowledge and/or experience of using different social media platforms for marketing/ advertising purpose | Desirable | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Good written and oral communication skills. | Essential | Interview |
| Flexible and adaptable approach to duties and working hours. | Essential | Interview |
| IT skills with Microsoft Office for writing newsletters, creating presentation materials and other information, and the ability to use databases and booking software. | Essential | Application / Interview |
| Ability to lead, instruct and guide others. | Essential | Application / Interview |
| Ability to promote YSJActive and York St John University to customers and the community | Essential | Interview |
| The ability to demonstrate independence, initiative and motivation | Essential | Interview |
| The ability to work as a team | Essential | Interview |
| Understanding of confidentiality, equal opportunities and health & safety within the Health & Fitness Industry | Essential | Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

An enhanced Disclosure & Barring Service check (DBS)

is required.

The post requires significant physical activity in terms of

lifting, carrying, setting up and taking down of sports and

exercise equipment.