

THE PICKAQUOY CENTRE

FITNESS ADVISOR (MATERNITY COVER)

JOB DESCRIPTION

NO. OF HOURS:	Temporary Maternity Cover Contract - 30hrs per week
START DATE	January 2025 (or earlier if candidate availability allows). Fixed Term, anticipated duration of 7 months. This contract, as temporary maternity cover, will terminate upon the return of the employee on maternity leave.
RATE OF PAY:	£12 per hour
DATE PREPARED:	December 2024
RESPONSIBLE TO:	Duty Manager
RESPONSIBLE FOR:	Not applicable

PRINCIPAL FUNCTIONS: Overview

Your role will act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic, self-motivated member of the team who thrives in a fast-paced and changing environment.

You will promote and provide all service functions in respect of fitness products and services delivered by The Pickaquoy Centre Trust whilst ensuring that service excellence is always provided.

In your role you will assist in maximising the income potential of The Gym and associated areas through providing accurate membership information, and applying your industry knowledge, expertise and working experience of the Fitness industry.

With Orkney due to host the International Island Games in 2025, there has never been a more exciting time to join our team.

Main Duties

1. To assist the Senior Management Team in the daily operation of the facility.
2. To welcome all customer user groups and apply up to date knowledge of all products and services.
3. To assess Clients, identifying fitness levels and health conditions, to ensure safety when using the gym and all associated equipment
4. To provide tours of the gym and other centre facilities for prospective members and users, making them aware of all centre products and services available.

5. To assist in the organisation and delivery of a wide range of fitness activities/programmes to meet varying customers needs. This will include providing gym inductions, fitness consultations, fitness assessments and fitness programmes as part of daily operations.
6. To create and provide tailored customer exercise plans based on individual needs. Monitor customer progress by overseeing the completion of their recommended exercise routines and tracking physical progress through their customer programmes.
7. To ensure correct usage of The Centre facilities by the public as stated within The Centre's Admissions Policy and always adhering to Operational Procedures.
8. To provide outstanding levels of customer service, interacting and conversing with Gym users, contributing to a customer focused Gym environment.
9. To assist in continued service excellence, ensuring all health and safety requirements are adhered to and the facilities are maintained to an excellent condition, adhering to strict hygiene standards.
10. To promote a safety and hygiene culture in the gym, explaining safety rules, monitoring safe and hygienic equipment use, and handling health-related questions in a professional manner.
11. To undertake administrative tasks and enquiries as required.
12. To assist with emergency procedures ensuring the safety of staff and public.
13. To ensure that all duties are carried out with due regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
14. To be willing to undertake continuous professional development as required by the Management Team, may have to go off island.
15. To undertake any other duties as the Management Team may require.
16. The postholder may be required to work at other sites operated by The Pickaquoy Centre Trust.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> • To hold a minimum Fitness Instructor Level 2 nationally recognised gym qualification. • To hold additional nationally recognised fitness and/or group exercise qualifications • To hold, or be willing to work towards, a Personal Training Level 3 nationally recognised qualification. • To hold a First Aid at Work qualification 	✓	 ✓ ✓ ✓
Relevant work / other experience – <ul style="list-style-type: none"> • To have a working knowledge of Microsoft office applications. • To have previous experience of fitness advising 	✓	 ✓
Skills and Abilities – <ul style="list-style-type: none"> • To have excellent time management, organisational and communication skills. 	✓	
Personal Qualities – <ul style="list-style-type: none"> • To be friendly, helpful and customer focused. • To be conscientious and treat all sensitive information in a confidential manner. • To demonstrate an ability and commitment to being an effective team member within a small, dynamic and innovative team. • To be meticulous in your personal presentation and adopt the Centre's dress code. 	 ✓ ✓ ✓ ✓	
Additional Job Requirements – <ul style="list-style-type: none"> • To be available to work on a rota system which will include early mornings, late finishes and some weekend working. • To become a member of the Protecting Vulnerable Groups Scheme. 	 ✓ ✓	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.