



Job Title: Fitness Assistant

Unit/School: Cardiff Met Sport

Grade: 2A

HERA: CMETS18

Core purpose of role

Cardiff Met Sport is the driving force behind sport, physical activity, health & wellbeing in Wales' Capital City. Our mission is clear – 'to profoundly enhance the lives of our communities, making them healthier and stronger as an outcome of engaging with us'. We work in partnership with a range of local, regional, and national partners to develop and manage sector leading sport facilities including, the National Indoor Athletics Centre, Tennis Centre, and Archers Arena on our Cyncoed Campus along with a number of 21st Century Schools across the City.

We also strategically lead the delivery of a wide variety of cutting-edge development programmes across schools, communities, clubs, workforce, and health & wellbeing both on our campuses and throughout Cardiff. To continue to achieve all of this, we need 'game changers', people with drive, passion, creativity, and flair who see hurdles rather than problems, can think differently and want to make a positive and lasting impact on people's lives, in Wales and beyond.

As a Fitness Assistant, you will assist the Active Lifestyles Manager in the efficient, effective, and economic delivery of services and the utilisation of resources to fulfil the requirements of Met Active and Cardiff Met Sport.

Under the direction of the Active Lifestyles Manager, you will ensure the Met Active facilities and associated areas, the sports programme and service delivery are of the highest standard during all hours.

You will be an enthusiastic and friendly professional with excellent communication and interpersonal skills, coupled with a commitment to providing an excellent experience to Cardiff Met students, staff and external users of the facilities.

Key responsibilities and contributions

- To work in the Cyncoed and Llandaff Fitness Centres, reporting directly to the Active Lifestyles Manager. Duties to include:
- To assist the Health and Fitness Manager in implementing training, fitness testing, personal fitness programmes, and ensuring the needs of students, staff, disabled groups, and external users are met.



- Providing a presence and clear responsibility for the Centres, the equipment, and the customers during hours of duty.
- To be responsible for daily cleaning, and routine checks / maintenance of the fitness equipment and to carry out spot cleaning within the Centres and associated areas as required.
- To deliver / instruct fitness classes in conjunction with the fitness class timetable.
- To provide support to the Active Lifestyles Manager in delivering and promoting healthy university initiatives.
- To assist the Duty Managers in the implementation of the sport programme, ensuring the needs of students, staff and external users are met on both the Cyncoed and the Llandaff Campuses.
- To promote the Sports & Fitness Membership and to issue memberships to students, staff, and external customers.
- To check bookings and challenge unauthorised entrance and prevent inappropriate or illegal use of the sports facilities and equipment.
- To provide back up and support within the staffing structure and carrying out the duties of another member of the sports team in the event of absence, holiday, or illness on both campuses.
- To deal with lost property items and to record and store items in an appropriate manner in conjunction with the Health and Fitness Manager.
- To support the Active Lifestyles Manager with internal and external marketing initiative and promotions to achieve maximum utilisation.
- To undertake other discrete areas of responsibility and/or specific projects as may be required and agreed, from time to time by the Active Lifestyles Manager and/or Health and Fitness Manager.
- Act as a brand champion for the university by living our values and behaviours, and ensuring our work and approach is consistent with our values and best practice.

Person specification**Essential qualifications / Professional memberships**

- REPS / CIMSPA Level 2 Qualification.

Essential experience, knowledge and skills

1. Ability to work equally comfortably as part of a team and independently.
2. Effective communication and time management skills.
3. Good organisational skills.

Desirable

1. Experience of working within a Health and Fitness environment.
2. Experience in delivering fitness classes.
3. Experience of marketing and retention initiatives such as exercise referrals, personal consultancy, and fitness testing. What you'll have – essential skills & strengths

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

| Language level and general descriptor | Listening | Reading | Speaking | Writing |
|--|-----------|-----------|-----------|-----------|
| A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh. | Desirable | Desirable | Desirable | Desirable |
| A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh. | | | | |
| B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related. | | | | |
| B2 - Upper intermediate user | | | | |



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|---|--|--|--|--|
| Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker. | | | | |
| C1 - Fluent user Can communicate fluently in Welsh. | | | | |
| C2 - Master user Can communicate fluently on complex and specialist matters in Welsh. | | | | |

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.