

Job title	Sport and Fitness Assistant
Grade	3
Salary range	£19,305 – £22,214
Staff Group	Assistant Staff
Department / Institution	Sports Service

## Role-specific information

### Role Summary

The role holder will support the Duty Supervisors in the efficient and effective management of day to day operations and services provided at the University Sports Centre. They will ensure that all areas of the facility and equipment are prepared and ready for sessions as determined by the booking and event schedule and monitor standards of behaviour and compliance with Sports Service Health and Safety Regulations across the site.

All Sports Service staff are expected to be proactive in creating a positive and professional sport and exercise environment to encourage frequent return visits from our customers.

### Key Responsibilities

<b>Instruction/Advice:</b>	<b>50%</b>
<p>To carry out induction sessions for the Fitness, Strength and Conditioning Centre.</p> <p>To work in the fitness facilities, engage with users and proactively assist on equipment use and individual fitness, and strength training regimes.</p> <p>To run exercise classes for University staff, students and Sports Centre users, and help run coaching sessions in their specialist area of expertise. This will include summer sports schools activities, children's sports clubs, adult education courses, science of sport events and community sports festivals.</p> <p>To ensure the safe and proper use of the equipment by Sports Centre users and respond to questions regarding fitness training, health and wellbeing.</p> <p>To provide routine advice and information on the fitness, sport and wellbeing services provided by the facility, and to present the sports facilities to customers in a positive and professional way.</p> <p>To deal with any complaints effectively, referring issues to the Duty Supervisors as appropriate.</p> <p>To work in collaboration with the Bookings and Membership Assistant, Reception, and all other appropriate members of staff to coordinate children's parties.</p>	

<b>Sporting Spaces</b>	<b>20%</b>
<p>To ensure that sports equipment is set up safely for a range of sports e.g. team sports, martial arts, trampoline, archery, boxing and gymnastics activities in accordance with NGB guidance.</p> <p>To ensure that facilities are set up as per competition regulations on match days. This includes ensuring that health and safety requirements, lighting, clearance heights, court spacing, technical coach and officials facilities, scoring equipment, PA system and spectator seating are set to the standards required for the local, regional and national standard of competition required.</p> <p>To supervise the collection and return of specialist sports equipment issued to users and instructors, and ensure the storage areas are kept tidy with equipment correctly stored as per manufacturers guidelines and with access points kept clear.</p> <p>To identify when poor technique or dangerous play is being utilised within sports spaces and inform the Duty Supervisor.</p> <p>The role holder may also cover sports bookings at Wilberforce Road Sports Ground or Fenner's Tennis and Cricket Ground. This will include setting up equipment and liaising with ground users.</p>	
<b>Health, Safety and Security</b>	<b>10%</b>
<p>To undertake regular training in basic life support, advanced resuscitation and First Aid, and to deal with any accidents or emergencies that may occur, in conjunction with the Duty Supervisor.</p> <p>To conduct regular checks throughout the sporting spaces, corridors, reception and changing areas, ensuring that the facility is clean, tidy and free of obstacles.</p> <p>To monitor use of the Sports Centre and external spaces, including standards of behaviour and compliance with Department Health and Safety Regulations.</p> <p>To ensure maintenance problems are logged in accordance with Sports Centre guidelines, with faulty items of equipment placed out of order immediately and reported to the Duty Supervisor.</p> <p>To adhere to health, safety and child protection policies and procedures.</p> <p>To activate and assist the implementation of Emergency Procedures.</p> <p>To support the Duty Supervisor team in opening up and locking up the Sports Centre.</p>	
<b>Cleaning and Maintenance</b>	<b>10%</b>
<p>To clean and maintain sports and fitness equipment throughout the day as required. Assist with cleaning across the site where required.</p> <p>To report building deficiencies, damaged equipment and new equipment needs to the Duty Supervisor.</p> <p>To complete the Sports Centre cleaning checklists for approval by the Duty Supervisor.</p>	
<b>Sports Centre Support</b>	<b>10%</b>
<p>To cover the reception area at busy times or to cover staff breaks and absences. This will include providing information on facilities and services, and taking memberships and bookings.</p> <p>To undertake other duties throughout the building as required by the Duty Supervisors to ensure the smooth operation of the facilities.</p> <p>To cover for the Duty Supervisors during periods of absence through annual leave, illness, or whenever appropriate.</p>	

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	<p>A Level 2 Gym Instructor Award.</p> <p>A range of basic coaching or fitness qualifications would be an advantage, such as Exercise to Music or Circuit Class instruction.</p> <p>A recognised First Aid at Work qualification or the ability to achieve such an award.</p> <p>An Automated Emergency Defibrillation or the ability to achieve such an award.</p>
<b>Specialist knowledge &amp; skills</b>	<p>Knowledge and understanding of fitness training.</p> <p>The commitment to undertake further training and qualifications relevant to the role.</p> <p>Knowledge and understanding requirements of health and safety in sport and fitness facilities.</p>
<b>Interpersonal &amp; communication skills</b>	<p>Good communication and instruction skills, and the ability to relate to a wide variety of different clients and customers.</p> <p>Basic computer skills.</p>
<b>Relevant experience</b>	<p>Experience of working in a sports environment and setting up equipment for a broad range of sporting activities.</p> <p>Experience of working in a Sports Centre reception with leisure management packages is desirable.</p> <p>Experience of running fitness induction sessions and dealing with fitness related enquiries.</p>
<b>Additional requirements</b>	<p>The flexibility to work within a shift system that requires early morning, evening and weekend work.</p>

## Terms and Conditions

<b>Location</b>	West Cambridge Sports Centre, Fenner's Cricket and Tennis Ground and Wilberforce Road Sports Ground.
<b>Working pattern</b>	Shift rota pattern including early mornings, evenings and weekends.
<b>Hours of work</b>	36.5 hours
<b>Length of appointment</b>	Permanent.
<b>Probation period</b>	6 months.
<b>Annual leave</b>	7.2 weeks (36 days) including public holidays.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS).
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a standard Disclosure and Barring Service (DBS). Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 1 October 2017. If you have any questions about this vacancy or the application process, please contact Qiu Xiang Chen on 01223 767929 or email at [Qiuxiang.Chen@sport.cam.ac.uk](mailto:Qiuxiang.Chen@sport.cam.ac.uk).

Interviews will be held week commencing 9 October 2017.

# General Information

## The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

## Sport and Exercise in the Collegiate University

Sport and physical activity are an integral part of the student and staff experience at Cambridge. Provision for sport is shared between the Colleges, the University sporting clubs and the University. The University is recognised internationally as a centre for excellence in sport, with participation in high profile sporting events such as the Boat Race and Varsity matches against Oxford. Sport at Cambridge is underpinned by participation at club and College level and a very high proportion of undergraduate and graduate students take part in sport with the facilities used by individual students, members of the University and College teams, academic and support staff and their families, and members of the general public, especially city sports clubs.

## The Sports Service

The University Sports Service forms part of the Unified Administrative Service (UAS), which is led by the Registry, the principal administrative officer of the University. The Sports Service is headed by the Director of Sport and consists at present of 53 staff. The administrative centre for the Sports Service is located at the University Sports Centre on the West Cambridge site. Through the University's Sports Committee, the Sports Service advises the University, University Sports Clubs and Colleges on their needs for sport. The Service is also responsible for the management of the Sports Centre, Fenner's Tennis and Cricket Ground and Wilberforce Road Sports Ground. The role holder will be part of a team of Recreation Assistants that support staff across all three sites. The University's Strategy for Sport 2017-2021 has recently been approved and can be found here: <http://www.sport.cam.ac.uk/news/strategy-sport-2017-2022>

## What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Qiu Xiang Chen, who is responsible for recruitment to this position, on 01223 767929 or by email on [Qiuxiang.Chen@sport.cam.ac.uk](mailto:Qiuxiang.Chen@sport.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).