



UNIVERSITY OF
CAMBRIDGE

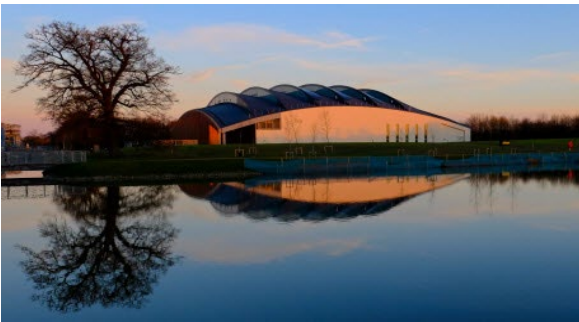
UNIVERSITY OF CAMBRIDGE
 SPORT

Fitness Supervisor

University Sports Service

Closing date: 5 January 2025

Job Reference: DG44325



Fitness Supervisor

Salary:

£30,505 - £34,866 p.a

Contract:

Permanent

Location:

West Cambridge

Department:

Sports Service

Responsible to:

Fitness, Strength and Conditioning Manager

Working Pattern:

Full-Time, 36.5 hours.
Monday to Sunday variable.

The University Sports Service is seeking a Fitness Supervisor to join its team. This exciting role is vital to the ongoing development and delivery of our wellbeing, fitness, strength and conditioning activities.

Purpose of the role

The role holder will supervise a team of fitness coaches that deliver a range of high-quality fitness, strength and conditioning services to students, staff and community users in support of their health and wellbeing, competition needs and sporting ambitions.

Key responsibilities

The responsibilities for this role include: -

Staff Supervision

- To coordinate the day-to-day work of the Fitness Coaches through individual work plans, setting clear aims and objectives and monitoring performance.

- To provide guidance and mentoring support to fitness coaches on a day-to-day basis in the areas of coaching and personal training, class and personal programme development.
- Support the Fitness, Strength and Conditioning Manager in developing and implementing annual training plans to meet Sports Service and individual personal development needs.
- To monitor completion of gym tasks by Fitness Coaches, Sports and Grounds Assistants, and Recreation Assistants, including cleaning.
- To assist the Fitness, Strength and Conditioning Manager in the development and improvement customer interactions and support systems.



Key responsibilities continued

- Act as the point of contact between procedure creators in the operational team and those delivering within the fitness facilities to ensure consistent communication and performance between staff on different shifts.

Strength and Conditioning

- Design and implement high performance training programmes for sports teams and individual athletes based on sound scientific principles.
- The Sports Service administers two performance programmes (TASS & UCAPP) which helps develop national/international level student athletes. The Fitness Supervisor is a key member of the team that delivers training sessions to these athletes.

Fitness Facilities and Services

- Plan and deliver Inductions, Personal Programmes, Personal Training, Exercise Classes, Technique Sessions, Gym Challenges and Referral sessions to internal and external customers.
- Engage with gym members and customers through pro-active and quality interactions to ensure a welcoming and positive environment is achieved in the fitness areas.

- Assist the Fitness, Strength and Conditioning Manager with the creation and delivery of health and fitness related workshops and seminars across the University network and beyond.

Monitoring and Reporting

- Log training sessions and maintain databases to ensure that athlete progress can be monitored, and reports can be produced for both internal and external stakeholders (e.g. for TASS, UCAPP). Ensure that all Fitness Staff also complete their administrative tasks in a timely manner.
- Maintain accurate maintenance records and ensure faults are reported and resolved.
- Produce monthly reports on staff delivery programmes to review with the Fitness, Strength and Conditioning Manager. To take on delivery of any actions identified as part of this ongoing programme review process.

Health, Safety and Security

- Monitor all fitness areas of the Sports Centre to ensure a safe environment is maintained. Make sure only registered users access the facilities, equipment is not damaged and is in good working order, provide first aid for facility users when required and undertake cleaning and maintenance in fitness areas on the fitness equipment.

Sports Centre Support

- Support the operation of other areas of the Sports Centre, including assisting with events, setting up equipment, opening up and shutting down the building and implementing evacuation procedures.
- Provide assistance to other operation staff by helping during busy time and covering staff breaks and absences. The role holder will also be required to act as the Sports Centre Duty Supervisor when needed.



Person Specification

Criteria	Essential	Desirable
Experience		
Experience of delivering inductions, training programmes and group exercise classes.	✓	
Experience of delivering strength and conditioning training programmes to individual athletes and teams at a range of competition levels and from a variety of sports.	✓	
Experience of giving customers a positive and excellent service, by providing accurate and up to date knowledge of services available and of current health and fitness trends.	✓	
Experience of supervising, training, mentoring and/or guiding staff.	✓	
Skills		
Good administrative and computing skills.	✓	
Good communication and instruction skills.	✓	
Qualifications		
UKSCA accreditation	✓	
A Science or Health/Fitness related Degree or equivalent.		✓
TALS accreditation or have the ability to achieve TALS accreditation within 12 months.		✓
A range of fitness industry qualifications in class instruction e.g. circuits, indoor cycling.		✓
A recognised First Aid at Work qualification or the ability to achieve such a certificate.	✓	
Additional Requirements		
The flexibility to work early morning, evening and weekends in response to business and user needs.	✓	

The Sports Service

The opportunity to engage in sport and physical activity is such an important part of university life.

As the Strategy for Sport and Physical Activity makes clear, our focus is on participation at all levels, while also ensuring that those who achieve excellence have the best possible support. Our new strategy aims to enable and support the continued pursuit of physical activity and sport at Cambridge, for all, in the best possible facilities, and backed by the most dedicated of professional staff.

Bhaskar Vira, Chair of Sports Committee and Pro-Vice-Chancellor for Education

[Strategy for Sport & Physical Activity 2023 - 2027 | Sport at Cambridge](#)


As the Strategy highlights, the University Sports Service is committed to developing sport and physical activity opportunities within the University (staff and students) and across Cambridgeshire.

Sport at Cambridge is supported by a fantastic range of sports facilities. Opened in 2013, the University Sports Centre has a fitness suite, sports hall, squash and fives courts, studios and team training room used by international performance athletes. Two Padel Tennis Courts opened in Summer 2024 with a further two courts planned to open in 2025.

The Sports Service also maintains dedicated athletics and hockey facilities at Wilberforce Road Sports Ground, while cricket and tennis have their home at Fenner's, one of the country's most historic and iconic sports venues. The Service works with a range of other club and college grounds across the city.

More information on the Sports Service can be found at: www.sport.cam.ac.uk

OUR VALUES



EMPATHY	PROACTIVITY	INTEGRITY	INCLUSIVITY	CONSISTENCY
E	P	I	I	C
WALKING IN SOMEONE ELSE'S SHOES	PLANNING AHEAD OF TIME	DOING THE RIGHT THING	CREATING AN ENVIRONMENT WHERE EVERYONE IS WELCOME	MAINTAINING GREAT SERVICE TRANSFORMING GOOD INTO EXCELLENT

Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week. The hours of work for this position are dependent on delivery needs but will include Monday to Sunday variable mornings, daytime, evenings, and weekends.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

General information

Pre-employment checks

Right to work in the UK

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.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic Disclosure and Barring Service (DBS) Check. 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.

Information if you have a disability

The University welcomes applications from individuals with disabilities. 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, the Sports Service Administrator recruitment@sport.cam.ac.uk who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

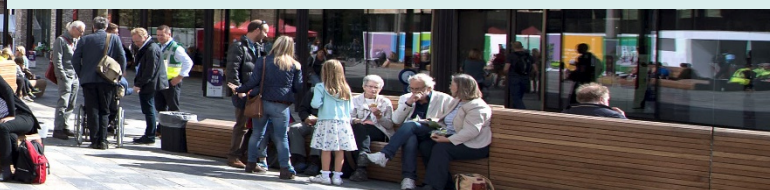
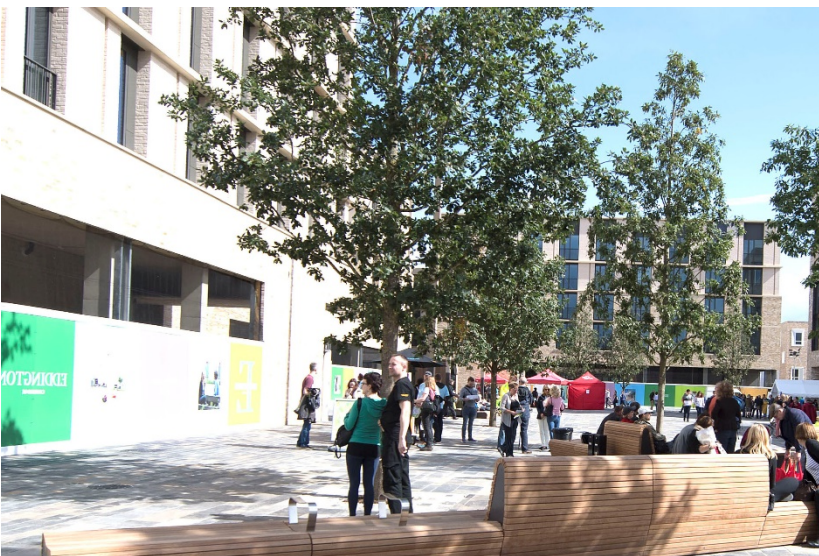
Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to the Fitness, Strength and Conditioning Manager at recruitment@sport.cam.ac.uk to arrange a telephone call or visit to the Sports Centre.

If you have any queries regarding the application process, please contact: recruitment@sport.cam.ac.uk

The closing date for applications is **5 January 2025**.

Interviews will take place during the week of **13 January 2025**.

