



ARDROSSAN COMMUNITY

SPORTS HUB & FITNESS CENTRE



GYM MANAGER APPLICATION

A Healthier Future

January 2021

Gym Manager

Full Time



CRITERIA

- Must be qualified Level 2 Sports Coach
- Experience of gym management preferred
- Experienced boot camp/circuit instructor
- Experience of managing volunteers/people
- First Aid preferred but will be provided
- Protection of Vulnerable Groups (PVG)
- GDPR Compliance

ROLE RESPONSIBILITIES

- Organise/arrange coaches & staff coverage
- Set structures & client progression
- Enhancing profitability by organising and delivering an appropriate range of fitness activities and programmes.
- Class timetable
- Work with coaches to develop project opportunities
- Health & Safety of users (Covid-19 guidelines), Accident records etc
- First Aid - ensure coverage at all times
- GDPR - ensure secure client filing
- Create and update client database
- Ensure good records of class attendances retained
- Cash handling & banking
- Maintaining fitness equipment
- Maintaining customer service standards
- Promoting and marketing
- Recruitment of suitable volunteers
- Dealing with enquiries, complaints and emergencies
- Regular communication with Working Group
- Regular communication with responsible ACSH Trustee



Ardrossan Community Sports Hub (ACSH) was established in 2019 and obtained charitable status. It is managed by a Board of Trustees. Formally known as Ardrossan Winton Community Sports Hub which was established in 2005 with close connections to Ardrossan Winton Rovers Football Club (AWRFC). Our aim is to advance public participation in sport through the development and maintaining of sporting, and other facilities, in Ardrossan for the use of the community, with the aim of improving health and wellbeing. To this end we have secured a lease and equipment and plan to open a new Community Gym in Ardrossan and seek the following:

POST: Gym Manager/Head Coach

**SALARY: £25,000 per annum
40 HOURS PER WEEK – initial 1 year contract.**

The successful applicant will be based on site at the ACSH Fitness Centre at 86 Eglinton Road, Ardrossan KA22 8NL

Reporting to the Board of Trustees, you will be responsible for managing staff and volunteers and ensuring that our gym facility provides a mix of strength & conditioning as well as boot camps, fitness classes and the delivery of community based projects and setting a timetable of events for the same. A strong team player with a customer focused approach to work you will possess excellent communication skills and the ability to work on initiative. Applicants must, as a minimum have a Level 2 Sports Coach qualification, have experience of delivering fitness and fitness programmes and ideally have membership of a relevant professional organisation.

Working with the ACSH will provide you with the opportunity to develop with this facility within a dynamic, customer-facing environment. You will be rewarded with excellent working conditions including 28 days annual leave (including public holidays), and access to a Pension Scheme.

If you are interested in applying for the post, please apply online at www.ardrossancsh.org or email enquiries to vacancies@ardrossancsh.org

Closing date for receipt of completed applications is **12 noon on Friday 26th February 2021.**