



Job Pack

Sessional

Fitness

Instructor

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Sessional Fitness Instructor at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Secured a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2024](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 130 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

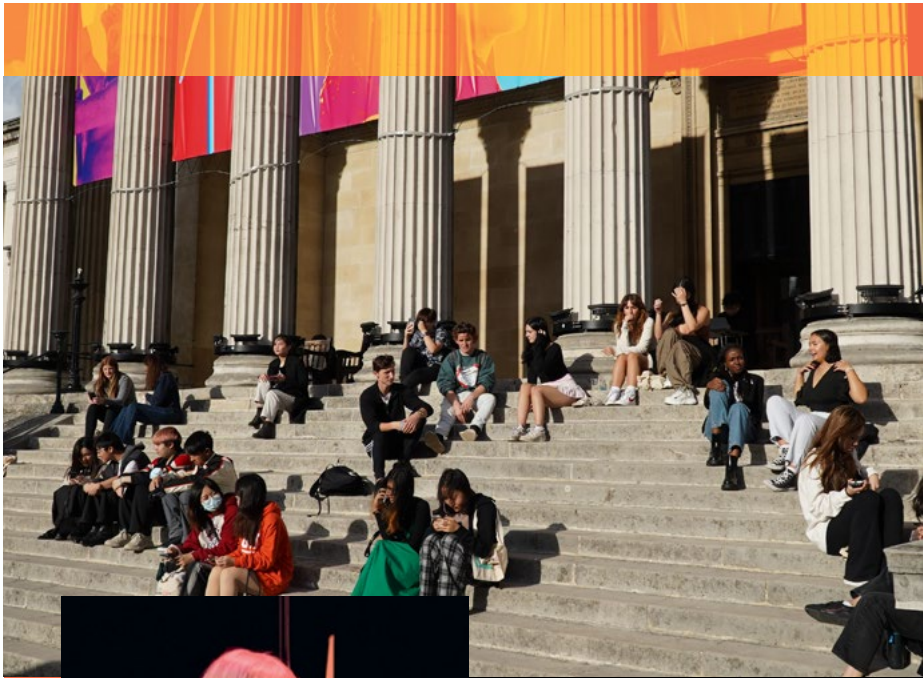
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Five cafés, four bars, one merchandise shop, a gym, and a convenience store.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Sessional Fitness Instructor**

Reports to: **Fitness Centre Manager**

Purpose of the Job

The Sport and Physical Activity team exists to provide the UCL community with a diverse range of opportunities to take part in sport and physical activity. From running TeamUCL, a sporting community of 74 clubs providing playing opportunities from beginners through to elite athletes, to delivering Project Active, our award-winning participation programme providing beginner-friendly, no-commitment activity in an accessible and welcoming environment.

The Sessional Fitness Instructor will be responsible for delivering the Fitness Sessions for the Disabled Students programme, alongside permanent Fitness Instructors. They will create a safe and welcoming environment in our on-campus gym, Bloomsbury Fitness, ensuring all members have an excellent user experience.

The Fitness Sessions programme offers four free 1-2-1 gym induction sessions to disabled students at UCL, and a basic gym plan for students to follow once the sessions are complete. The objective of this programme is to support disabled students to feel more comfortable accessing Bloomsbury Fitness, by providing significant 1-2-1 contact with knowledgeable staff and simple, easy to follow induction sessions.

Duties and Responsibilities

Delivery of the Supported Fitness Sessions programme

- Deliver 1-2-1 induction sessions for disabled students, who may have limited or no experience in gym environments.
- Support programme users with access needs and adaptations to ensure they have an excellent user experience and are performing all exercise movements safely.
- Ensure that programme users feel comfortable in Bloomsbury Fitness by communicating with them to understand their concerns and needs.
- Support with the administration of the Fitness Sessions programme, by reviewing Fitness Induction Questionnaires, tracking and booking sessions and collecting feedback.
- Assist with writing basic training programmes, ensuring they are specific to the needs of the individual.
- Support permanent fitness instructors to ensure gym users adhere to all gym regulations, including the women-only and quiet hours.

Continued overleaf

Health and Safety

- Adhere to the Normal Operating Procedures and Emergency Operating Procedures and all relevant Health and Safety Legislation.
- Support the wider gym team to ensure the gym floor is always kept tidy and hazard free.
- Support the wider gym team by reporting any health and safety issues or taking immediate action to rectify them if appropriate.
- Ensure compliance with Fire Regulations.
- Coordinate the safe handling of any incidents or accidents that occur on-site, ensuring an incident report is submitted on completion.

General Duties

- To act as a first aider when required.
- To actively follow and promote UCL Equal Opportunities and Diversity policies.
- To maintain an awareness and observation of fire and Health and Safety Law and Regulations.
- To attend appropriate meetings as and when required by the Union.
- The post holder is required to be flexible in their hours of work as the position entails attendance during early mornings, evenings and weekends.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
CIMPSA endorsed Level 2 gym qualification	X			X
First Aid qualification	X			X
Level 3 exercise for disabled clients (or equivalent)		X		X
CIMSPA endorsed Personal Trainer qualification		X	X	X
Mental Health First Aid qualification		X	X	X
Experience				
Experience working in a gym	X		X	X
Experience delivering gym induction sessions	X		X	X
Experience writing basic induction and gym programmes	X		X	X
Experience delivering 1-2-1 fitness sessions	X		X	X
Experience of working with and supporting disabled young people		X	X	X
Experience working in Higher Education		X	X	X
Knowledge				
Enis feummod vendiamet an duiscipit iurerosto blandipis	X		X	X
Quamcommy la num hendiam lortie non iriustrud at conse luptat		X	X	X
Knowledge				
Proficiency with typical office software packages	X		X	X
A sound knowledge of the UK health and fitness sector	X		X	X
Knowledge of the barriers and facilitators to accessing health and fitness environments experienced by disabled people		X	X	X
Knowledge of university sport, and the wider HE sport and physical activity landscape		X	X	X
Skills				
Excellent customer service skills	X		X	X
Excellent exercise teaching and demonstration skills	X		X	X

Continued overleaf

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
The ability to work to a high standard independently or as part of a team	X		X	X
Good verbal and written communication skills	X		X	X
Excellent observational skills	X		X	X
The ability to work early mornings, evenings and weekends		X	X	X
Values, attitudes and personal style				
An enthusiastic, resilient personality with a can-do attitude	X		X	X
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Flexibility and an adaptable approach to work	X		X	X
Dedicated to achieving a sustainable Union	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage all members of our diverse student community to feel part of the wider London community

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs for centuries

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

£35 per hour, paid via invoice at the end of every month.

A typical session will be 1h15min. 1hr for delivery of a session, and 15 minutes to cover spill over and administration. A shift will typically have space for at least two sessions.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact: Jordan Halliday, Fitness Centre Manager, at j.halliday@ucl.ac.uk, or Tommy Garwood, Sports Development Coordinator (Equity and Inclusion) at t.garwood@ucl.ac.uk.



