GYM INSTRUCTOR

FOR THE STUDENT GYM IN THE NEW STUDENT HUB

JOB DESCRIPTION & PERSON SPECIFICATION

University of Suffolk Students' Union

ABOUT THE STUDENTS' UNION

The University of Suffolk Students' Union is a charity and membership organisation which represents and supports over 14,000 students studying at our Ipswich campus and across the UK and overseas.

We are student-led and provide a range of services and opportunities to students including representation, advice, events, sports, social activities, and training. In July 2026 we launched our first Impact Report and a 3 year strategy - both of these can be found on our website. In 2027, a new Student Hub is due to open on the Ipswich Campus, providing extended social spaces for students to use.

The Students' Union is led by our two elected student Presidents and is overseen by our Board of Trustees, with day-to-day operations and strategic management delegated to the Chief Executive.

HOW TO APPLY

If you have the relevant qualifications and are passionate about helping students access a safe, welcoming and supportive fitness environment, we would welcome an application.

Please email your CV and a covering letter explaining why you would be suitable for the role to su@uos.ac.uk by the closing date below

CLOSING DATE

The deadline for applications is 12:00 (midday) Friday 13 November 2026. Interviews will take place in the week beginning Monday 16 November.

QUESTIONS?

If you have any questions about the position, please get in touch with Tom Hardy, Head of Operations, by emailing t.hardy2@uos.ac.uk

Role	**Gym Instructor - Student Staff**
Department	**SU Operations**
Reports to	**Head of Operations**
Pay	**£14 per hour**
Hours	**Minimum 10 hours per week, up to a maximum of 16 hours**
Contract	**Permanent, part time, term time only (approximately nine months per year)**
Gym opening date	**5 January 2007**
Working pattern	**To be agreed/flexible**

ABOUT THE ROLE

University of Suffolk Students' Union is looking for a qualified, enthusiastic and reliable Gym Instructor to support the opening and day-to-day operation of our new gym.

The gym will provide University of Suffolk students with a dedicated space to exercise, improve their fitness and support their overall wellbeing. The successful candidate will help ensure that the facility is safe, clean, welcoming and accessible to eligible student members.

A key responsibility will be delivering inductions to new members, both individually and in groups.

In the first instance this is being advertised to current UOS students as a Student Staff position.

WORKING ARRANGEMENTS

The gym is scheduled to open on 5 January 2027. The role will operate during university term time only, for approximately nine months of the year. The exact hours will be discussed with the appointed candidate.

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KEY RESPONSIBILITIES

1. Deliver individual and group gym inductions, demonstrating the safe and correct use of equipment.
2. Ensure inductions are completed and recorded before members are granted gym access.
3. Provide guidance and support to members, promoting safe exercise practices and positive gym etiquette.
4. Carry out regular cleaning of gym equipment and the facility, maintaining high standards of hygiene.
5. Complete routine equipment and safety checks, identifying and reporting faults, hazards or maintenance requirements.
6. Maintain accurate records of inductions, checks, cleaning and incidents.
7. Follow relevant health and safety procedures, risk assessments and emergency arrangements.
8. Respond appropriately to accidents, incidents and member concerns, escalating issues when necessary.
9. Help maintain a friendly, inclusive and supportive environment for all student members.

PERSON SPECIFICATION

ESSENTIAL

1. A recognised Level 2 Gym Instructor qualification, or equivalent, aligned with the CIMSPA Gym Instructor Professional Standard.
2. A valid first aid qualification appropriate to the role.
3. Good communication skills and the confidence to deliver inductions to individuals and groups.
4. A responsible approach to health and safety, cleanliness and equipment maintenance.
5. The ability to work independently, follow procedures and maintain accurate records.
6. A professional, approachable and student-focused attitude.

DESIRABLE

1. Previous experience working in a gym, fitness centre or similar environment.
2. Experience delivering gym inductions or demonstrating fitness equipment.
3. Experience carrying out equipment checks, cleaning routines and basic facility maintenance.