



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

## Recruitment Pack

Sport and Fitness Assistant

Job Reference: 6HPS2A

Closing date: Tuesday 1<sup>st</sup> July by 5.00pm

[www.hope.ac.uk](http://www.hope.ac.uk)







**POST:** Sport and Fitness Assistant

**STARTING DATE:** 2<sup>nd</sup> September 2025

**SALARY RANGE:** £23,028 to £24,900 pro rata

**TYPE OF CONTRACT:** Permanent

**WORK PATTERN:** 0.6 FTE (21 hours per week)

**REPORTS TO:** Michelle Gilmurray

## The Post

Liverpool Hope University has over 175 years' experience in delivering higher education, since the first of its three founding colleges opened in 1844. The University's visibility and reputation has grown as it has a strong tradition of research intensity and a wide range of local, national and international partnerships. In order to identity and to maximise the profile of the University's achievements, Liverpool Hope is looking for a dynamic and motivated colleague to join our Hope Park Sports team as a Sport and Fitness Assistant.

We would welcome interest from individuals with extensive experience of coaching or fitness instruction to a wide range of service users. An understanding and experience of working with a student population or in a customer facing role is also advantageous.

We are committed to supporting and promoting equality and diversity to create an inclusive working environment that recognises and respects difference. If you join us, you will be doing so at an exciting time as we diversify our offerings to all stakeholders.

This post is permanent, subject to 12-month probationary period.

## Job Description/Key duties of the post

### ***Purpose of Job***

- To provide the supervision for users and visitors within relevant areas of the Fitness facilities and operations
- Assisting in the day-to-day operation of the Sports Centre to include opening and closing the building
- Act as a sports coach and fitness instructor
- To ensure that all appropriate areas of operation and equipment are safe for use at all times as set out in the departmental guidelines, reporting any anomalies and taking appropriate action accordingly
- Oversight of Health & Safety whilst on duty
- Preparation of the facilities: Set up and take-down of equipment
- Conduct regular maintenance and safety checks of equipment
- Co-ordinate sport and fitness activities of staff, students, AU, SU, resident tutors and other users
- Undertake other administrative duties as appropriate

### ***Key Tasks / Responsibilities***

To work flexibly to:

- Assist in the day-to-day operation of the Sports Centre to include opening and closing the building
- Act as a coach/fitness instructor
- To provide exercise classes/courses and small group instruction where appropriately qualified/experienced to do so
- To carry out fitness tests, induction and supervise a fitness development programme for members
- To instruct customers and provide personalised exercise programmes as required
- To maintain customer records and associated database as necessary
- To deal with customer enquiries and maintain relevant administrative procedures
- To apply basic first aid
- Oversee Health & Safety within the Sports Centre and including external pitches, tracks and sports areas. Keep records as appropriate
- Undertake regular safety checks of equipment: keep records as appropriate
- Co-ordinate and manage sport and fitness activities of staff, students, AU, SU, resident tutors and other users
- Work with the academics, and the Manager, to manage use by external clubs and teams.
- Engage with tutors and students in practical work and project work
- Assist with Open Days, Applicant Days, Taster Days and other university events
- Conduct satisfaction surveys

### ***Work Performed (relating to key tasks)***

- Assist in the day-to-day operation of the Sports Centre to include opening and closing the building
- Act as a coach/fitness instructor
- To provide exercise classes/courses and small group instruction where appropriately qualified/experienced to do so
- To carry out fitness tests, induction and supervise a fitness development programme for members
- To instruct customers and provide personalised exercise programmes as required
- To maintain customer records and associated database as necessary
- To deal with customer enquiries and maintain relevant administrative procedures
- To apply basic first aid
- Oversee Health & Safety within the Sports Centre and including external pitches, tracks and sports areas. Keep records as appropriate
- Undertake regular safety checks of equipment: keep records as appropriate
- Co-ordinate and manage sport and fitness activities of staff, students, AU, SU, resident tutors and other users
- Work with the academics, and the Manager, to manage use by external clubs and teams.
- Engage with tutors and students in practical work and project work
- Assist with Open Days, Applicant Days, Taster Days and other university events
- Conduct satisfaction surveys

## Person Specification

### PERSON SPECIFICATION –Sport and Fitness Officer (Grade 3)

#### Methods of assessment

Application form (A)

Interview (I)

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Degree or extensive experience of coaching/fitness to a wide range of users	E	A
Coaching qualification(s)	E	A
First Aid trained	E	A
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Relevant experience working in a fitness suite environment	E	A/I
A thorough understanding of fitness programming using static resistance machines, free weights and cardiovascular equipment	D	A/I
Supervising staff within a sport context	D	A/I
Experience of customer facing operations	E	A/I
Health and safety compliance in a sport setting	E	A/I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
High level of fitness/coaching qualifications	E	A/I
Good communication skills	E	A/I
Knowledge of health and safety legislation within sport facility management	D	A/I
Good working knowledge of IT	E	A/I
<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>

Commitment to the Mission and values of Liverpool Hope	E	A/I
Flexible and adaptable approach to work	E	A/I
Willingness to undertake further training where necessary and work on a shift pattern	E	A/I

## Contact for Queries

Michelle Gilmurray  
Sport Fitness and Development Manager  
gilmurm@hope.ac.uk

## Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £23,028 to £24,900 per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.



## **Mission and Values**

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

## **Liverpool Hope's Values**

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

## **Equality and Diversity**

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

## **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

## **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

---

## Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

### Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

### Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

### Training and Development

- Induction training for all new staff
- Staff development opportunities

### Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

### Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

### Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

---

## How to apply

You can download the application form by the link below:

[How to apply](#)

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

---





LIVERPOOL  
HOPE  
UNIVERSITY

1844

