



Job Description: Programme Supervisor

- Job Title:** Programme Supervisor
- Location:** A combination of time spent at our two facilities in Woking and Camberley
- Reporting to:** Gym Managers
- Hours:** Full time, 40 hours per week to include evenings, weekends and bank holidays, based on the needs of the company. You will be expected to coach and make yourself accessible across both facilities. A small degree of flexible time so you are able to see and support all staff.

Overall Aims of the Role:

- To assist the Gym Manager in the day-to-day delivery of the company's programmes and management of the centres where necessary.
- To set and communicate our weekly class programmes, ensuring all staff understand the direction of our classes and to ensure we maintain an exceptional delivery throughout our facilities.

Main Duties and Responsibilities:

Programmes:

- To help manage the delivery of our general acrobatic programmes and work with coaches to ensure high standards are maintained.
- To set out our general class plans for both preschool and afterschool classes across both facilities.
- Build the necessary communication with all staff about our lesson plans, ensuring everyone understands the set-ups, themes and direction.
- To ensure there is continuity of teaching across both facilities.
- To motivate staff in the teaching of our class programmes and to direct staff towards support resources, to challenge their coaching and to inspire them with new ideas and ways of working.
- To arrange skill-focused training sessions for individual staff, to recap on

apparatus content for the wider team and to propose content for staff training to the Coach Education Manager.

- To take an active role in classes and constructively advise staff when needed.
- To support the training and mentoring of staff across both facilities to ensure a high standard of coaching.
- To make sure all our classes are set up appropriately.
- To ensure updated photos/ videos are taken of set-ups, they are well organised and made accessible to everyone in our online drive.
- To print and make our class plan visible for all staff to see.
- To help ensure our coaches are teaching and activity creating stations/ preps to support the learning of skills.
- To help ensure the coaches include the training of skills within our reward scheme to support their certificate progression.
- To amend and refresh our company lesson plans when necessary and to continually review and make suggestions to the adjustment of our global class plans.
- To support the Gym Managers to ensure staff are living up to our coaching expectations.
- To assist in coaching the company's general acrobatics programme as well as our additional groups, focused courses or any other company programme.
- To work closely with the Gym Managers, and the Health, Safety and Welfare Manager to continually assess risks throughout our programmes.
- To help us ensure the gyms are always kept clean and tidy and used equipment is returned to its rightful place.
- To support the Gym Managers and our Rewards Coordinator to manage the development expectations of our members and their parents.
- To support our Coach Education Team by directly mentoring staff through their coaching assessments when necessary.
- To help the Gym Managers ensure all activities are pitched at an appropriate level for the participants.

Other:

- To help ensure our environment is welcoming, friendly and supportive to all
- To use your own initiative in tasks such as answering the phone, taking payments and support our front desk when needed.
- To actively promote the company where possible.
- To maintain a good professional appearance, always act as a role model to other staff and act as a key ambassador for the company.
- To support the Gym Managers with creating and implementing new initiatives.
- To assist the company with any administrative duties/ projects where required to ensure smooth operations.

Skills Required:

- A flexible and adaptable approach to work.
- Proactive with great attention to detail.
- Excellent organisational skills.
- Proficient in Microsoft Office and Google Workspace.
- Excellent customer service and communication skills.
- Excellent punctuality.
- A good level of intuition and ability to use your initiative.

Remuneration Package:

- Salary based upon qualifications and experience.
- Minimum of 5.6 weeks of annual leave (based on 4 weeks plus 8 English public holidays). Some holidays dates may be forced in line with club closures.
- Contributory pension scheme, if eligible.
- Option to work agreed overtime.

Essential Criteria:

- Minimum Level 2 UKCC/ British Gymnastics coaching award.
- Current safeguarding training as deemed acceptable by British Gymnastics.
- Current suitable first aid training.
- Current DBS certificate.
- Experience in management.

Desirable Criteria:

- Level 3 UKCC/ British Gymnastics coaching award.
- Experience in circus, entertainment and other acrobatic disciplines.
- Management or leadership training.