



Job Description: Staff Coordinator

- Job Title:** Staff Coordinator
- 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. Approximately 20 hours a week working on the rota and 20 hours a week coaching. A small degree of flexible time so you are able to stand in and directly cover some classes yourself.

Overall Aims of the Role:

- To help ensure both facilities are adequately staffed so we can maintain our preferred coaching ratios and uphold our high quality of service.
- To work closely with our Gym Managers on staffing situations and build clear and precise communication among the team.

Main Duties and Responsibilities:

Staffing:

- To manage all aspects of the daily staff rota across both facilities.
- To actively find cover for classes, exhausting all possibilities, to ensure we are always suitably staffed for classes.
- To plan class cover for notified staff absences such as annual leave, attending courses and events.
- To ensure detailed notes are added to the rota to develop everyone's understanding of any staff changes.
- To encourage shift swaps where appropriate.
- To carefully manage the level of experience and necessary qualifications within our classes.
- To build daily communication with the Gym Managers about the rota as well as the HR Manager when necessary.

- To discuss staff suitability and availability with the Course Coordinator.
- To help identify any training needs within staff, i.e. for those floating.
- To work closely with the Gym Managers/ Director to formulate or amend salaried coaches' regular hours to benefit the needs of the company.
- To respond promptly when a coach calls in sick and support the Gym Managers to find cover.
- To provide backup cover for the office, should the company also need to find administration cover.
- To put yourself in a position to directly cover shifts if there is a significant need.
- To assist in coaching the company's general acrobatics programme.
- To assist in the coaching of our additional groups, focused courses or any other company programme.

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.

Skills Required:

- Excellent organisational skills.
- Excellent communication skills.
- Proficient in Microsoft Office and Google Workspace.
- Very proactive, with great attention to detail.
- Ability to prioritise.
- Ability to work independently and manage your own time efficiently.
- A flexible and adaptable approach to work.
- A good level of intuition and the ability to use your own initiative.

Remuneration Package:

- Salary depending on level of 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.