**University of Nottingham Ningbo China**

**Sport Department**

**Health and Fitness Manager**

**The University of Nottingham Ningbo China (UNNC)**

The University of Nottingham Ningbo China (UNNC) was the first Sino-foreign university to open in China and is part of The University of Nottingham, which is ranked in the top 1% of all universities worldwide according to the QS World University Rankings.

Placed 8th in the UK for research power in the last UK Research Excellence Framework (REF) exercise, Nottingham is a major research institution delivering work that is defined as ‘world-leading’ or ‘internationally excellent’.

Described by *The Times* as “the nearest Britain has to a truly global university”, The University of Nottingham has invested continuously in its award-winning campuses in the UK, China and Malaysia, attracting talented staff and students from all over the world.

UNNC delivers The University of Nottingham’s top-quality teaching and high-impact research from its base in Ningbo, Zhejiang province, China. Located less than two hours south of Shanghai by train, UNNC has more than 7,200 students and 750 staff from around 50 countries worldwide.

**High-quality research and education**

Since opening our doors in 2004, we have established ourselves as one of China’s leading providers of international education, as well as an inspiring and stimulating place to work.

Both academic and professional services staff are either seconded from The University of Nottingham in the UK or recruited to The University of Nottingham’s standards.

Our academics are expected to be effective teachers but are also given support to carry out high-impact research that is relevant to China's interests and needs. Research spans all faculties and disciplines and staff are encouraged to present their work at international conferences, while professional services staff at all levels benefit from career development support.

The University’s working language is English and all our degree programmes, coursework materials and exams are in English.

Our teaching is subject to the same quality assurance processes as The University of Nottingham and our students graduate with a Nottingham degree. High standards are maintained across the three campuses through continuous module assessment, internal audits and external examination.

**A global university in China**

By joining UNNC you be living in China at the height of its economic development, gaining a global prospective and experiencing an exciting new culture.

Our secure, green campus has clean, comfortable and secure accommodation for staff and a dedicated clinic with doctors and nurses on 24-hour call. A convenient on-campus high street has a range of shops, restaurants, an ATM and spaces for recreation, while shopping malls, entertainment facilities and other amenities are all within walking distance or a short bus or taxi ride from the campus.

There are three established international schools in Ningbo and more are set to open to cater to the city’s growing international community.

Populated with more than seven million people, Ningbo offers the opportunity to feel at home among an array of international shopping outlets, restaurants, clubs and bars. It also provides the chance to embrace culture and tradition – bustling streets house markets selling a variety of antiques, textiles and delicious Ningbo cuisine.

Ranked 6th in *Forbes’* (2012) list of the top cities for business in China, Ningbo’s import and export industry is one of the most important to the city and its businesses. The city is a mix of modern skyscrapers and traditional architecture, which complement stunning parkland and scenic spots.

The city’s excellent transport links mean that Ningbo is easy to travel around and an ideal base from which to explore China and Asia. The city’s airport connects it to China’s major cities as well as some international destinations, such as Hong Kong, Macau and Taipei.

**UNNC Sport Department**

The UNNC Sport department has operated for the past ten years with an emphasis on Ministry of Education physical education (PE) requirements for Year 1 and 2 students. As the university has matured together with key performance indicators and goals for the 2020 strategic plans, the university is seeking to elevate the provision of sport while upgrading core activities like PE. Sports at UNNC currently includes student club and team sports and select staff sports clubs alongside excellent outdoor and indoor facilities including basketball courts, table tennis hall, indoor gym, badminton hall, squash courts, billiards area, dance and physical fitness rooms, and a new climbing, bouldering wall with a third climbing wall, kayaking and other adventure activities planned for September 2017. Its mixed-use sports centre includes office space and flexible student space designed to provide opportunity for sports related and recreational/co-curricular student activities. UNNC Sport teams and clubs participate in external competitions including the annual Tri-Campus games with the United Kingdom and Malaysia campuses, and also host select competitions at the UNNC campus. There are currently minimal operating procedures in the gym and developing health and fitness activities for students. This post is an exciting opportunity to bring about significant change to the current gym and to contribute to any future sport, health and fitness facility developments at UNNC.

**Further details**

For further details see the websites of:

The University of Nottingham Ningbo China: [www.nottingham.edu.cn](http://www.nottingham.edu.cn)

The University of Nottingham: [www.nottingham.ac.uk](http://www.nottingham.ac.uk)

Informal enquiries may be addressed to: Dr Julie Brunton, Director of Sport, University of Nottingham Ningbo, China, email: Julie.Brunton@Nottingham.edu.cn. Please note that applications sent directly to this email address will not be accepted.

**Please quote ref. UNNC517X2**  **Closing date: 17 November 2017**

**Please be advised that your references will be contacted prior to interview.**

**Interview will take place in Ningbo China.**

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| UNIVERSITY OF NOTTINGHAM NINGBO, CHINA  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Health and Fitness Manager

**Salary:** The salary will be within the range of RMB274,424 – RMB308,868 per annum depending on skills and experience (salary progression beyond this is subject to performance). In addition, an attractive package including accommodation allowance, travel allowance and health care and travel insurance will be provided for international appointments.

**Contract Status:** This post will be available from 26 February 2018 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of five years. This contract may be extended on an indefinite basis by mutual agreement.

**Hours of work:** Hours of work are 36¼ per week. Candidates will need to be flexible in their approach to their working hours noting that the operational hours are between 6.30am and 10.30pm seven days a week. Post holders may be occasionally asked to work outside of normal working hours.

**Location:** The University of Nottingham Ningbo China

**Reporting to:** Director of Sport and Physical Education

**The Purpose of the Role:**

To lead and manage the overall day to day operations of the gym and fitness facilities at the University of Nottingham Ningbo China (UNNC) ensuring compliance with all relevant health and safety protocols / legislation; to create and embed a culture of service excellence within the fitness suite and the wider health and fitness offering; to motivate and manage a new team of fitness staff; to develop a membership system, optimise member retention and inspire regular member activity.

To develop and implement a programme of health and fitness activities for all staff and students at UNNC, managing staff delivering the programme.

To provide overall support for the delivery of the UNNC Strategy for Sport and PE in achieving the KPI for student satisfaction.

**Main Duties and Responsibilities:**

**Staff Management and Leadership**

* To recruit, lead, motivate and manage a new team of fitness staff, ensuring minimum staff quotas are maintained, and staff are aware of all relevant procedures e.g. Normal Operating Procedures and Emergency Action Plans.
* Ensure fitness staff carry out their work to provide the highest level of service, considering user feedback to enhance the service.
* Carry out all areas of management for the health and fitness area, e.g. organising, training and supervising staff, carrying out appraisals, organising rotas and covering vacant shifts, identifying staff training needs etc.

**Sports Operations**

* Develop appropriate health and fitness protocols for the running of the gym and health and fitness classes.
* Ensure the smooth operation of the gym and fitness facilities on a day to day basis, troubleshooting any problems, maintaining the highest standards of delivery and customer service by the team and helping direct localised staff delivery.
* Ensure the fitness facilities provide a safe environment for all and that the Normal Operating Procedures and Emergency Action Plan manuals are developed and kept up to date.
* Take responsibility for carrying out and managing the team of staff to carry out routine health and safety and cleanliness checks on all equipment, gym areas, changing rooms and plant room.
* Ensure the non-skilled service and maintenance of all equipment is achieved to a high standard; setting up a system for reporting faults and organising appropriate suppliers or liaising with The University Estates and Procurement Departments/areas for repairs/new equipment.

**Service Delivery and Development**

* Develop and implement a diverse range of health and fitness classes for UNNC, recruiting and managing fitness instructors accordingly, delivering classes where need.
* Regularly assess the popularity and overall viability of health and fitness classes for both staff and students.
* Develop a wide range of services to customers to maximise the use of facilities and increase income generation for the Department of Sport.
* Develop a membership system working with the Sports Operations Manager and a system for recording member details in a membership management program and producing reports as required by the Director of Sport.
* To assist in membership sales and promotions as required.
* Ensure staff carry out a high-quality service that would be expected for a first-class gym, to be seen in the gym interacting with members and acting as a role model for the rest of the team, and helping members to achieve their health and fitness goals.
* Keep up to date with the latest trends and developments within the health and fitness industry to create and embed new initiatives to meet the needs of staff and students at UNNC.
* Support projects and initiatives within the Sports Department and related to the Strategic Plan for Sport and University Strategy 2020.

**Liaison with Internal and External partners**

* Work closely with the Director of Sport, with relevant colleagues in the University, and with external bodies, to identify and develop new initiatives to support the enhancement of student and staff wellbeing.
* Work with students and staff to ensure meeting user needs and demands.
* Work closely with the range of professional service areas and academic areas as relevant to the area of health and fitness.

**Promotion and Events**

* Support the promotion and marketing of memberships and events such as Introduction week and other university promotional events.
* Take responsibility for the development and implementation of membership retention activities, organising events and challenges for members, and setting up and overseeing a member tracking programme to ensure that the fitness team are monitoring and motivating their members.
* Ensure the website for health and fitness and social media are kept up to date within the Department of Sports’ internet/intranet and other communication platforms.

**Management of Resources and identification of external funds**

* Identify budgetary needs for the health and fitness area, including annual resource needs and allocation of funds.

**Additional duties**

* Work within the University policies and procedures relevant to the post.
* Keep up to date with professional knowledge and skills through participation in training and development activities.
* Maintain appropriate professional development, expertise and awareness;
* Undertake other tasks and responsibilities as may reasonably be required.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * A good first degree in the area of Sports Management or a related field of sport. * NVQ II in Gym instruction or equivalent. | * A master’s degree or above from an institute of higher education. * Membership of a relevant leisure or sports management institute.   **Qualifications in:**   * First Aid at Work or equivalent * Exercise to Music * Coaching * Class instruction * Strength and conditioning |
| **Skills and Abilities** | * Ability to communicate fluently in English. * Demonstrated ability to lead and motivate staff. * A high degree of self-motivation. * Effective communication and interpersonal skills and ability to strike up rapport and interact with members. * Excellent planning, organisational and time management skills. * Excellent team working skills with a proactive and flexible approach. * Creativity, with the ability to generate ideas to shape the future direction of the health and fitness programmes. * Ability to present information clearly and articulate both orally and in writing. * Knowledge of safe procedures in a fitness facility. * Understanding of, and commitment to, equality and diversity and the provision of inclusive active recreation. | * Good IT skills * Basic website editing * Ability to produce basic marketing material * Ability to teach an exercise class. * Knowledge of basic maintenance of health and fitness equipment. |
| **Knowledge and Experience** | * Experience of managing Gym facilities, preferably within a higher education institution. * Extensive knowledge of gym equipment and procedures. * Experience of motivating teams to achieve and exceed planned targets and objectives related to facility management. * Experience of income generation. * A track record of successful service delivery within higher education and identifying creative solutions to increasing members and participation. * Experience of developing and running health and fitness classes. * Experience of budget management. | Proven record of optimising retention rates in sport, and, or health and fitness.  Experience of working with students in sport, health and fitness. |
| **Statutory/Legal** | * Appointment will be subject to a satisfactory criminal records bureau check at the enhanced level. |  |
| **Other** | * A willingness to work evenings and weekends as the role demands. |  |

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