



Post Specification (032558)

Post Title:	Fitness Instructor/Pool Attendant
Post Status:	Two Year Contract (career break)
Department/Faculty:	Department of Sport & Recreation, Trinity College Dublin, the University of Dublin
Location:	Sports Centre, the University of Dublin, College Green, Dublin 2, Ireland & other sports facilities as required
Reports to:	Duty Manager
Salary Range:	Appointment will be made on the Attendant Salary Scale at a point in line with Government Pay Policy
Closing Date:	12 noon (Irish Standard Time) Tuesday 17 th October 2017

The successful candidate will be expected to take up post as soon as possible.

To Note: Police vetting will be sought in respect of individuals who come under consideration for a post.

Post Summary

The role involves fitness instruction, delivery of classes, advice, programming and supervision, to ensure that Sports Centre members and others gain the full benefit and enjoyment from use of the facilities. Pool duties include lifeguarding, pool exercise sessions and pool plant operations/maintenance. There will be some reception duties, buildings supervision, equipment set up, cleaning and maintenance. The team of 7 Fitness Instructors/Pool Lifeguards also assist with the day-to-day operation of the Sports Centre and other college sports facilities and ensure the safety and wellbeing of all users.

Work Pattern

Shift work spread over a 7 week rota, averaging 39 hours per week Monday to Sunday, with duties carried out throughout the sports centre and other facilities when required.

Background to the Post

Trinity College opened a new state of the art Sports Centre in April 2007. The Sports Centre is located at the east end of the Campus on the corner of Westland Row and Pearse St. It comprises of a 25 metre 6 lane swimming pool with floating floor for adjustable depth, adjacent sauna and steam room, a modern fitness theatre, Keiser air resistance training room, large ancillary hall, dry and wet changing rooms, fitness classes studio, studio cycling balcony area, main sports hall which divides into 2 halls, meeting room and Sports Department and DUCAC offices. It also has a very exciting Climbing Wall which can be viewed from street (Westland row/Pearse St). Membership is open to the students, staff and graduates of Trinity College and the public. The post of Fitness Instructor/Pool Attendant offers an opportunity to work in a team, interacting with students, staff, graduates and members of the public. This role may change in line with the Department of Sport staff plan.

Further Information

Informal enquiries about this post should be made to Alan Campbell via email

Alan.Campbell@tcd.ie

Principal Duties: Fitness Instructors/Pool Attendant

1. Fitness Classes, Gym and Sports Instruction
 - a. Fitness Class instruction and sports coaching (where appropriate)
 - b. Gym Instruction / programme planning
 - c. Group induction / individual appointments
 - d. Coordinating & assisting with interdepartmental and recreation programmes
 - e. Preparation of reports and collating member information where required
 - f. Equipment maintenance and cleaning
 - g. Instruction/coaching in courses such as children's activity camps
2. Pool Duties
 - a. Lifeguarding and supervision



- b. Water treatment and pool plant procedures
 - c. Aqua and swim class instruction
 - d. Pool maintenance and cleaning
3. Centre cleaning services
- a. To include sports specific areas such as the halls, squash courts, fitness theatre and pool on a weekly basis but also to include all other areas, e.g. shower/wc's as required. There will be housekeeping staff to attend to general areas.
4. Control of sports equipment/areas
- a. Daily tidying of sports areas, stores, etc.
 - b. Court and /or pool set up
 - c. To prepare the center for bookings/events and maintain facility:
 - d. Maintenance and operation of sports equipment e.g. safety checks, fitness theatre, repairs of nets, footballs, etc.
 - e. Checks on outdoor facilities to include College Park (Rugby Pitch, Cricket, Soccer Pitch and Pavilion Changing Rooms) and Botany Bay (Tennis Courts and 5-a-side)

Other Duties:

5. Reception desk
 - a. Enquiries, including membership sales
 - b. Identity checks
 - c. Issue and recovery of locker keys/padlocks
 - d. Issue of hire and sales items
 - e. Handling of cash; cash register/ computer till/bookings
 - f. Telephones
 - g. Booking procedures for indoor areas such as squash, halls, badminton, and outdoor areas, mainly via the computerized bookings system.

6. Building security and supervision
 - a. Maintenance checks
 - b. Reporting repairs
 - c. Census recording
 - d. Use of equipment
 - e. Emergency procedures
 - f. Health & Safety procedures

7. Miscellaneous duties
 - a. Control of notice boards
 - b. Opening and closing procedures of building
 - c. Lockers
 - d. Lost property
 - e. Vending machines
 - f. Audio-visual equipment
 - g. First aid
 - h. Operation & control of other sports facilities

8. Customer service
 - a. To ensure a high standard of customer care and safety
 - b. Dealing with sports clubs, groups and individuals queries



To carry out any other duties that may be required, deemed appropriate to the grade and nature of the post, by the Head of Sport and/or the Development Manager Sport & Recreation.

Internal Working Relationships

- Staff and Students of the college
- Officers and staff of the Department of Sport, DUCAC, Grounds staff
- Colleagues of other sports facilities
- Colleagues in University Administration
- Sports Clubs and external groups

Funding

Funding for this post is from the Departmental budget.

Person Specification

Criteria	Essential	Desirable
Qualifications / Attainments	Nationally recognised qualification in sport/recreation, Fitness & Exercise qualification and a valid Pool Lifeguard qualification	Diploma/ degree in sports related subject; First Aid qualification; Professional award; Sports Coaching Award Pool Plant Operation
Work Related Experience	Experience in the sports/ leisure industry with at least 1 year's relevant experience; Experience of pool lifeguard and delivering fitness classes.	Experience of providing fitness instruction and/or coaching to the general public; Reception experience;

		Third level Experience.
Skills, abilities and special attributes	Good communication skills; Computer literate; Ability to work as part of a team; Sports/Fitness instruction skills.	Good organisational skills; Knowledge of sports software system, e.g. Gladstone MRM.
Special Requirement	Flexible approach to working hours; High customer care standards.	Experience of sport at participation or higher level.
Interests	Health, Sport and fitness activities.	Awareness of current trends and issues in leisure and recreation industry.
Personality	Pleasant, enthusiastic, energetic and friendly.	

General Department Information

The Department of Sport is responsible for the following:

- Strategic development of Sport within the University.
- Facilities: On Campus - Sports Centre, Rugby Pitch, College Park, Tennis Courts and Off Campus – Island bridge Boathouse and Santry Playing Fields.
- Bookings and safe use of these facilities for members and external users.
- Sports Memberships.
- High Performance Programme.
- Producing publications regarding the Department of Sport.

Number of Staff

The Sports Department team currently comprises the following full time staff; Head of Sport and Recreation, Deputy Head of Sport and Recreation, Senior Sports Development Officer, Administrator (Dept. Sport/DUCAC), Marketing and Member Services Administrator, Operations Manager, Finance & Administrative Officer, Programmes Manager, Programmes Officer, three Duty Managers, one Senior Executive Officer, two Executive Officer, one Sports



Instructor (Performance & Development), seven Sports/Fitness Instructors/Pool Attendants, one Senior Receptionist. Also various part time staff.

Description of how Sport supports College Objectives

- Contributes to the health and productivity of the college community by encouraging active participation in various organised exercise sessions, programmes, classes and clubs.
- Contributes to the well rounded student college experience and life-long learning.
- Contributes to the business benefits of college by income generating.
- Supports and fosters academic performance.
- Sport helps to attract and retain good students and staff through the provision of quality sports facilities services and programmes.
- Supervises and motivates staff to ensure the healthy and safe use of college sports facilities by all.
- Increases the profile of the college through the successes of the sports clubs and individuals who compete at the highest level of sport, both nationally and internationally.
- Supports college links and stronger relationships with community groups.

Further Information for Candidates

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/Sport/

GARDA CLEARANCE: (IF APPLICABLE)

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Candidates will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An

Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If a candidate is not successful in obtaining the post for whatever reason, this information will be destroyed. If a candidate, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While candidates must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If a candidate has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Candidates will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the candidate left the relevant country. Candidates should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the candidate. Only original version documents will be accepted.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the candidate to seek security clearances in a timely fashion as they can take some time. No candidate will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk

www.psni.police.uk

www.afp.gov.au



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This website provides information on obtaining a national police clearance certificate for Australia

www.courts.govt.nz

This website provides information on obtaining police clearance in New Zealand.

For other countries not listed above candidates may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the candidate by post. Any cost incurred in this process will be borne by the Candidate.

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes,

Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European



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university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology we are ranked 88th in the world and using the Times Higher Education World University Rankings methodology we are 117th in the world.



Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 88th in the World, and 29th in Europe, in the 2017/2018 QS World University Ranking.
- Trinity is ranked in the Top 100 for Graduate Employability in the QS 2017 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.²

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

¹ <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

² <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>



Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

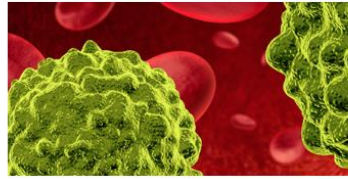
In the QS World University Rankings:

- Trinity featured in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject in 2015. Of these, Trinity ranked in the top 100 in the world in 14 subjects and in the top 50 in the world in 6 subjects: English Language and Literature; Nursing; Politics and International Studies; History; Biological Sciences; and Modern Languages.
- In three out of the last four years, Trinity has been consistently ranked in the Top 50 worldwide for the following areas: English Language and Literature; Nursing; Modern Languages; and Politics and International Studies.
- In the QS Faculty rankings, Trinity has been consistently ranked in the Top 100 globally for Arts and Humanities over the last four years.

Research Themes



Ageing



Cancer



Creative Arts Practice



Creative Technologies



Digital Engagement



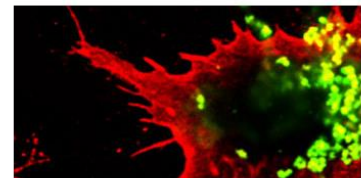
Digital Humanities



Genes & Society



Identities in Transformation



Immunology, Inflammation & Infection



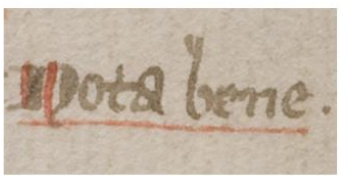
International Development



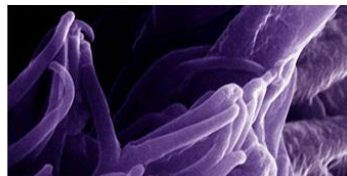
International Integration



Making Ireland



Manuscript, Book and Print Cultures



Nanoscience



Neuroscience



Telecommunications



Smart Sustainable Planet



Next Generation Medical Devices



The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA

candidates should note that the onus is on them to secure a visa to travel to Ireland prior to

interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.



Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.



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Application Procedure

Candidates should submit a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) together with a cover letter (1x A4 page) that specifically address the application procedure set out above [by e-](#)

[Recruitment:](#)

APPLICATIONS WILL ONLY BE ACCEPTED BY [E-RECRUITMENT](#)

If you have any query regarding this, please contact:

Seán Coyle, Recruitment Partner, Human Resources, House No. 4,
Trinity College Dublin, the University of Dublin

Tel: +353 1 896 4720

Email: coyles6@tcd.ie



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