

Development Coordinator: GroupX**OVERVIEW:**

Your enthusiasm and passion for developing high quality fitness programmes and services, will be driven by a commitment to co-ordinate outstanding services that are valued and embedded in local community life, improving the enjoyment, safety, health and wellbeing of local people. Contributing to the provision and design of innovative and modern fitness programming, you will enhance opportunities for our venues to flourish by maximising capacity and becoming a thriving, customer-focussed facility.

Working within a performance management and continuous improvement framework, the postholder will strive to exceed the expectations of the organisation's Strategic Framework and promote the importance of people in delivering our values:

- **Be honest:** demonstrating integrity and respect
- **Engage:** inclusivity with our people, partners and stakeholders
- **Strive:** be ambitious and aspire to continuous improvement
- **Take responsibility:** own it and be accountable

KEY ACTIVITIES:

Your key tasks and areas of responsibility are outlined below.

You will;

1. Support the day-to-day management, maintenance and development of our studio spaces and equipment across Ayrshire360's facility portfolio.
2. Coordinate, develop, support, deliver and monitor a range of programming, activities, events, initiatives and services for our fitness programming such as Group Exercise classes, youth, outdoor and aqua fitness.
3. Coordinate Ayrshire360's PRSPPL submissions for our fitness spaces and classes.
4. Contribute to the development and implementation of our digital ecosystems and membership packages to support the delivery, aid retention and provide analysis of our fitness products.
5. Work closely with our Community Wellbeing team and Health & Social care to develop a range of referral classes and pathway into mainstream classes.
6. Keeping up to date with the latest fitness trends and suggesting ideas for consideration.
7. Have an awareness and assist in achieving the KPI's that are associated with this area of the business, including membership retention, sales and financial targets.
8. Co-ordinate staff recruitment, development, rotas, work patterns and staff cover to ensure resources are in place for service delivery.
9. Provide a positive work experience environment for students looking to work within the fitness industry.
10. In addition to all Health & Safety processes outlined within the Job Description, you will have key responsibilities for risk assessments, staff training and safe working practices.

11. Provide communications for social media messaging and contribute ideas and content for website and newsletters.
12. Ensure all supplies and materials are procured timeously and with best value in mind to deliver on all programmes and projects.
13. Maintain successful and productive partnerships that will have a positive impact on the service and the community particularly with local providers including;
 - CIMSPA
 - UKActive
 - CLUK
 - Scottish Leisure Networking Group
 - EMD UK
 - N.H.S
 - Health & Social Care Partnership
 - East Ayrshire Council