



May 2023

Dear Applicant

CLUB MANAGER – THE GYM HUB (WICKFORD, ESSEX)

Thank you for expressing an interest in the above vacancy.

Please find attached a Job Profile and Person Specification for the role. **You are advised to read our Important Applicant Guidance resources prior to completing your application form.** These resources are designed to support you in submitting a successful application form and to ensure you provide us with the information we need to assess your suitability for the role. Remember, your completed application is the only information we have about you and is what we will base the first stage of our selection procedure upon, so please complete all sections with a well-planned and positive approach. You may (if you wish) submit your CV to supplement your completed application.

SUPPORTING INFORMATION SECTION – VERY IMPORTANT

In this section of your application, you should **ONLY** address the criteria assessed at Application Stage (A) on the Person Specification, some of which are of high importance. Please provide clear **information, examples and evidence** to demonstrate these criteria. **Shortlisting will depend on how well you demonstrate your ability to meet the criteria assessed at Application Stage (A).** If you do not complete this section fully and/or only submit your CV, your application may not be successful at shortlisting.

Due to the requirements of the new Right to Work checks, if you are short-listed and invited to attend a further competitive selection process, you must be able to produce **original** document/s from the **"Right to Work Checklist"** from either List A or List B Group 1 & 2, to demonstrate legal entitlement to work in the United Kingdom.

The Company will hold your personal data on file (including electronically) as is necessary for the purposes of considering your application for employment with Impulse Leisure. The Company will only use your information for our legitimate business interests to consider your application. It will retain your information for a period of 6-months after the recruitment process has concluded, or longer subject only to appointment. For more information, please refer to the Candidate Privacy Notice which is included in this paperwork.

Please submit your completed application form as soon as possible, but in any event no later than **Monday 29th May 2023** - we will not consider late applications.

If you are shortlisted for an interview, you will be contacted after the closing date. If you have not heard from us within one month of the closing date, please assume that you have been unsuccessful. In the interest of economy we do not acknowledge receipt of applications.

Wishing you every success in your application, and thank you for the interest you have shown in our Company.

Yours sincerely

Lorna Mapson
Human Resources Manager
recruitment@impulseleisure.co.uk
Impulse Leisure – Head Office



JOB PROFILE

JOB TITLE:	Club Manager
SALARY:	£29,649 - £32,834 per annum, plus commission (and optional Personal Training opportunities)
HOURS:	As required by operational needs of the business, with a minimum of 37 hours per week.
LOCATION:	Wickford, Essex (Relocation package may be considered)
RESPONSIBLE TO:	Contract Manager
RESPONSIBLE FOR:	All staff based at The Gym Hub, Wickford
LIAISON WITH:	All staff, head office, senior managers, all sectors of the community, business communities and all sites and departments.
JOB PURPOSE:	<ol style="list-style-type: none">1. To be an integral part of the management team in overseeing the development of The Gym Hub.2. To drive the financial performance of the site.3. To be responsible for the effective and efficient day-to-day management of the site in accordance with the Company's operational and Brand Standards.4. To be innovative and creative in ways to increase the membership base whilst also retaining current members.5. To plan, co-ordinate and implement planned and reactive marketing strategies to drive both new business and brand awareness.6. To lead and develop staff, in order that a continuum of personal and professional development maximises progression opportunities in line with the Company's equal opportunities policy.7. Prepare accurate reports and necessary supporting commentary, ensuring achievement against all Key Performance Indicator's (KPI's).

KEY CORPORATE RESPONSIBILITIES

1. To fully comply with and ensure all employees under his/her supervision comply with all legislation including the Management of Health & Safety at Work Regulations 1999, Impulse Leisure's Health and Safety Policy and all locally agreed safe methods of work, in accordance with the individual centres' normal and emergency action plans etc.
2. To promote and maintain an awareness of and proactive commitment to energy reduction, carbon and environmental management.
3. To comply with the uniform policy, wearing an Impulse Leisure name badge at all times, in order to set a good example to all staff and to present a professional image to the public.
4. To comply with and ensure all employees under his/her supervision comply with Impulse Leisure's Customer Care Policy.

5. To actively promote and ensure all employees under his/her supervision actively promote Equal Opportunities and Diversity and observe the standard of conduct in relation to both employment and service delivery.
6. To undertake additional training/qualifications, as and when required, in order to comply with current and future company initiatives and/or governing body guidance and best practice.
7. To speak positively and enthusiastically about the company and its services to ensure that a professional company and brand image is provided at all times to customers and colleagues.
8. Adhere to company protocol as laid out in the Employee Handbook and subsequent changes/additions that may be issued from time to time.
9. At the discretion of the Senior Managers, any other activities as may from time to time be agreed consistent with the nature of the job described above.
10. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.

Main Activities:-

Staffing

1. To undertake the implementation of the Corporate DART scheme, appraising performance and identifying the training and development needs of all staff under the post holder's control.
2. To plan, co-ordinate and supervise staff to include planning of shift rotas, taking into consideration holiday cover, any programmed events and sickness absence. To include providing cover yourself, when required.
3. To ensure that all staff are kept informed of all company and site issues through regular, timely and recorded team briefings, and any other relevant communication mediums.
4. Ensure compliance from all staff with the company's customer care policy.
5. Prepare staff rosters so that staffing levels remain efficient in accordance with the NOP and Health and Safety Manual at all times.
6. To ensure mandatory training is maintained for all staff, with records up to date.
7. To manage staff performance, dealing appropriately with good and bad performers with advice from the Contract Manager and HR Manager.
8. To motivate and drive the team to deliver the company and site KPI's set in annual and business plans.

Financial

1. Together with the Contract Manager, set challenging but realistic targets for income and attendance and effectively monitor performance against these targets, along with other agreed performance indicators, on a weekly basis (written and verbal reports).
2. To drive and develop the membership sales processes to maximise the client yield at point of sale, increase client retention, and reduce attrition.
3. To proactively research and approach external outreach opportunities as a means of lead generation.
4. To track, analyse, respond, and report on all data provided by the sales process including online traffic, drop out points, conversions and Direct Debit compliance through to retention.
5. To use creative and innovative solutions to improving top line income drivers in all aspects of the business. To provide skills training for all front-line staff on sales techniques to provide the ability to up sell our products and services with a view to increase purchases.
6. Using the Management Accounting system keep within the agreed budgets.
7. Responsible for the security and safety of all staff, monies, and premises under the post holder's control.

Quality

1. To maintain, the Quality Management Systems to ensure operational compliance and efficiency.
2. To produce and review Normal Operating and Emergency Action procedures (NOP & EAP) in accordance with Statutory criteria.
3. To maintain the industry quality Accreditation scheme, Quest.

4. Maintain all necessary records and reports to ensure deadlines are met.
5. To implement, operate and review a daily, weekly, monthly, and annual cleaning programmes that demonstrates an ethos of attention to detail.
6. To implement, operate and review an annual business plan to meet the agreed KPI's, with the ambition to overachieve each of them.
7. To operate the general planning, development, programming, and production of the facility in line with the marketing and business plans.

Maintenance

1. To implement, monitor and review a schedule of planned plant and equipment maintenance to be undertaken by staff, Maintenance Assistant, and relevant contractors.
2. Liaison with all approved contractors in the maintenance of the plant and building.
3. To create a culture of urgency when dealing with reactive maintenance to maintain the highest of standards.

General

1. Personal planning of the day's activities to effectively organise your own work and that of the site team, including prioritising and re-prioritising throughout the day if required.
2. To assist the Contract Manager by undertaking corporate responsibilities/tasks.
3. To drive and review the performance of all staff ensuring the highest possible customer standards and financial performance is delivered.
4. To endorse the Company identity by operating and maintaining a high-quality site that reflects the corporate image.
5. To drive and deliver a strong Brand identity that reflects the Brand vision.

The post holder **may** be required to work at any of the Company's facilities as required and may be required to stand in for staff on annual leave, training courses, etc., or at short notice in the event of, for example, illness.

The normal working hours inevitably contain an unsociable element that may involves evenings, weekends and Bank Holidays that will be required to be worked so as to see/speak to all members of staff on site, in order to improve efficiency and address the total demands of the service. The salary of the post has been determined as complete recompense for the above working arrangements.

In the course of your duties, you may have knowledge of, or access to information that is confidential. It is essential that such information is safeguarded in accordance with the Data Protection Act 1998; it should not be published or divulged other than to authorised personnel or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your manager must be consulted.

This document does not constitute an exhaustive list of all duties relating to the post but indicates the main areas of activity. From time to time, it may be necessary to vary the duties, in consultation with the post holder, to take account of changing operational requirements, the introduction of different working methods, etc...



PERSON SPECIFICATION

JOB TITLE: Club Manager (The Gym Hub)

INFORMATION FOR APPLICANTS:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. **You must tell us in what way you meet the criteria asked for; a sentence or two of explanation with examples will help us to assess your application.**

Applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance, i.e. score of 2 multiplied by the criteria weighted 3 = 6.

Key: A – Application; C – Certificates; I – Interview; PA – Practical Assessment

***Weighting Scale:** 3 – High Importance 2 – Medium Importance 1 – Low Importance

CATEGORY	CRITERIA	WEIGHTING (*SEE ABOVE)	HOW ASSESSED (SEE 'KEY' ABOVE)
<u>Qualifications & Experience</u>	1. Recognised Management qualification or degree, e.g., CIM or equivalent.	1	A, C
	2. Proven track record of successful financial achievement.	3	A
	3. Experience of working in a fitness membership sales environment	3	A
	4. Extensive working knowledge of health, safety and welfare at work legislation and supporting regulations, together with a record of successfully managing health and safety in a customer led environment.	3	A
	5. Previous experience of working within the Budget Club industry.	3	A, I
	6. Current First Aid at Work Certificate, or ability to obtain the qualification within 6 months of employment.	3	A, C
	7. Current AED/Defibrillator Certificate, or ability to obtain the qualification within 6 months of employment	3	A, C
	8. CIMSPA Health & Safety Management Certificate or equivalent, or ability to obtain qualification within 6 months of employment	3	A, C
	9. REPS accredited Level 3 or above Fitness Qualification	3	A, C
	10. Active membership of CIMSPA as an individual or the ability to obtain and maintain membership	3	A, C
<u>Knowledge, Skills & Abilities</u>	<u>Management & Leadership</u>		
	1. Strategic and business planning skills, including the ability to analyse and forward plan, across various departments.	3	A, I
	2. The ability to lead and motivate a workforce to achieve a performance culture of high standards of customer service and quality.	3	A, I, PA
	3. An ability to manage staff within an employment law context	3	I
	<u>Financial Management</u>		
	1. Financial management skills, including budget preparation, monitoring and effective financial control.	3	A, I
	2. The ability to create opportunities for developing growth in the business.	3	I

	<p>3. To be able to create strategic marketing campaigns that drive sales.</p> <p><u>Interpersonal Skills</u></p> <p>1. Able to be influential and persuasive with staff at all levels, customers and community contacts.</p> <p>2. Excellent communication skills that are adaptable to the specific audience, e.g. able to communicate clearly and effectively through reports, presentations, meetings and one-to-one conversations.</p> <p>3. Able to present complex issues in a clear and accessible form.</p> <p>4. Proactive, logical problem-solving skills.</p> <p><u>Special Knowledge</u></p> <p>1. Knowledge of MRM +2 reception and Membership systems</p> <p>2. Knowledge and experience of managing customer sales and retention processes</p> <p><u>Other Knowledge, Skills & Abilities</u></p> <p>1. Competent Computer skills e.g. Word, Excel, PowerPoint or equivalent, for use in report writing, presentations, budget management etc</p> <p>2. Ability to develop, write and implement effective management systems that provide business protection and continuous improvement</p> <p>3. Holds a valid UK driving licence and use of own transport for work travel purposes*</p> <p>4. To work at (and travel to) any of the Group's sites, consistent with the nature of the role.</p> <p>5. Awareness of, and commitment to delivering equal opportunities and diversity best practice.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>PA</p> <p>I</p> <p>I, PA</p> <p>PA</p> <p>I, PA</p> <p>A</p> <p>A, I</p> <p>A, PA</p> <p>I</p> <p>A</p> <p>I</p> <p>I</p>
<u>Personal Attributes</u>	<p>1. You must lead from the front and demonstrate a clear hands on, can do approach with the flexibility to meet the demands of the business.</p> <p>2. Enthusiastic, committed and able to respond to the needs of the business; highly self-motivated, demonstrating flexibility and positive response to change.</p> <p>3. Excellent time management with the ability to meet schedules, deadlines and targets, working well under pressure, and co-ordinate, manage and prioritise multiple projects/issues at the same time.</p> <p>4. Must positively participate in any company initiative and / or undertake any training deemed essential by the company.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>I, PA</p> <p>A, PA</p> <p>A</p> <p>A</p>

**Although mileage will be paid at the current rate applicable for all mileage solely incurred for business use, i.e. currently the rate determined by the HMRC, the salary for this position is in full recompense for all business associated vehicle insurance, which is the sole responsibility, at all times, of the successful post holder.*

CLUB MANAGER QUALIFICATION INFORMATION

Important Information

Club Managers within The Gym Hub (Impulse Leisure) are required to hold a First Aid at Work Certificate (FAW), CIMSPA Health & Safety Management Certificate (or equivalent) and a AED/Defibrillator Certificate. If the successful candidate does not already hold some, or all of these qualifications, the necessary training will be provided at the Company's cost*, and the individual will be expected to pass the qualifications, within 6-months of their commencement, as a condition of continued employment. There is a responsibility on the individual to commit to undertaking the necessary training required. ***Subject to signing a training contract.**

First Aid at Work Certificate (HSE Approved Course)

Course Prerequisites: None.

Length of course: 3 days.

Course content:

This course covers the practical skills needed by a nominated first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies.

The course covers a number of areas including:

Managing incidents	Resuscitation
Treatment for shock	Heart attack
Dressings	Burns and Scalds
Eye irrigation	Miscellaneous injuries
Priorities of first aid	Communication
Delegation in emergencies	Control of bleeding
Unconsciousness	Fractures
First aid boxes	Illness recognition
Poisoning	Record keeping

Assessment method: Multiple-choice examinations and practical assessments

CIMSPA Health & Safety Management Certificate

Course Prerequisites: None.

Length of course: 3/4 days.

Course content:

Introduction to Health and Safety at work	Electrical safety
Health and safety legal requirements	Workplace welfare
Management of Health and Safety regulations	Manual handling and basic ergonomics
Risk assessments	Management systems
Hazard identification	Violence at work
Risk level quantification	Enforcement issues
Implementing control measures	Accident philosophy
Monitoring and reviewing requirements	Safe use of work equipment
Reactive/active monitoring	Workplace transport
Safe use and storage of hazardous substances	Noise at work
Stress	

Assessment method: Multiple-choice examinations and a Level 3 post course written assignment (where applicable)

RLSS AED/Defibrillator Certificate

Course Prerequisites: National Pool Lifeguard Qualification, First Aid at Work, Emergency First Aid at Work, or Basic Life Support

Length of course: ½ day.

Course content:

Demonstrate effective Basic Life Support (on an adult manikin) and successfully answer the questions on underpinning knowledge
Demonstrate effective adult basic life support and use of an Automated External Defibrillator (AED)

Assessment method: On-going tutor assessment

IMPULSE LEISURE
APPLICANT PRIVACY NOTICE (JULY 2021)
IN COMPLIANCE WITH
GENERAL DATA PROTECTION REGULATIONS (GDPR)

As part of any recruitment process, Thurrock Community Leisure (Impulse Leisure) collects and processes personal data relating to job applicants. Impulse Leisure is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES IMPULSE LEISURE COLLECT?

Impulse Leisure collects a range of information about you, including:-

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including (where applicable) benefit entitlements
- whether or not you have a disability for which Impulse Leisure needs to consider reasonable adjustments during the recruitment process, and
- information about your legal entitlement to work in the UK.

Impulse Leisure may collect this information in a variety of ways. For example, data might be contained in application forms, CVs and/or from recruitment agencies, obtained from your passport or other identity documents, or collected through interviews and/or other forms of assessments.

Impulse Leisure may also collect personal data about you from third parties, such as references we will request from former employers and/or education establishments (schools, colleges, universities), information from employment background check providers (where relevant) and information from criminal records checks (Disclosure and Barring Service). Impulse Leisure will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record (through the Applicant Tracking System (ATS)), in HR systems and on other IT systems (including email).

WHY DOES IMPULSE LEISURE PROCESS PERSONAL DATA?

Impulse Leisure needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, Impulse Leisure needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's eligibility to work in the UK before employment starts.

Impulse Leisure has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Impulse Leisure to manage the recruitment process, assess and confirm a candidate's

suitability for employment and decide to whom to offer a job. Impulse Leisure may also need to process data from job applicants to respond to and defend against litigation.

Impulse Leisure may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Impulse Leisure processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Impulse Leisure is obliged to seek information about criminal convictions and offences. Where Impulse Leisure seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Impulse Leisure will not use your data for any purpose other than for the recruitment exercise for which you have applied.

WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment teams, interviewers (i.e. panel members) involved in the recruitment process, managers in the business area for which you may be considered and IT staff if access to the data is necessary for the performance of their roles.

Impulse Leisure will not share your data with third parties, unless your application for employment is successful and it makes you a conditional offer/offer of employment. Impulse Leisure will then share your data with former employers to obtain references for you, employment background check providers (if required) to obtain necessary background checks and if required, the Disclosure and Barring Service (which will require your express consent) to obtain necessary criminal records checks.

Impulse Leisure will not transfer your data outside the United Kingdom.

HOW DOES IMPULSE LEISURE PROTECT DATA?

Impulse Leisure takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Impulse Leisure employees involved in recruitment processes have been trained in data protection.

FOR HOW LONG DOES IMPULSE LEISURE KEEP DATA?

If your application for employment is unsuccessful, Impulse Leisure will hold your data for 6 (six) months after the end of the relevant recruitment process. At the end of that period, your data is deleted and/or securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained throughout your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:-

- access and obtain a copy of your data on request
- require Impulse Leisure to change incorrect or incomplete data
- require Impulse Leisure to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your data where Impulse Leisure is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the person responsible for data protection, details at the end of this document.

If you believe Impulse Leisure has not complied with your data protection rights, you can complain to the Information Commissioner. However, in the first instance please contact Impulse Leisure so that your concerns can be investigated in the first instance.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to Impulse Leisure during the recruitment process. However, if you do not provide the information, Impulse Leisure is unlikely to be able to process your application properly or at all.

AUTOMATED DECISION-MAKING

Recruitment processes are not based solely on automated decision-making. However, Impulse Leisure's application tracking system (ATS) will ask candidates 'if they are legally entitled to work in the UK'. If a candidate ticks 'no'; then they will not be able to complete the rest of the application process. Any concerns relating to this question, should be directed to Lorna Mapson, Group Human Resources Manager – recruitment@impulseleisure.co.uk

CONTACT DETAILS OF PERSON RESPONSIBLE FOR DATA PROTECTION

dataprotectionofficer@impulseleisure.co.uk

Head Office, Blackshots Leisure Centre, Blackshots Lane, Grays, Essex, RM16 2JU