

Dear Applicant

**PHYSICAL ACTIVITY DEVELOPMENT MANAGER - THURROCK, ESSEX**  
**37 HOURS PER WEEK, UP TO 3-YEAR FIXED TERM CONTRACT**

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 Home Office Right to Work checks, you must bring with you original documents from this list (see attached) to demonstrate you are legally entitled to work in the United Kingdom. Please ensure you bring with you to the interview original documents to satisfy this requirement. Your application will not progress without this information.

**Due to the nature of activities undertaken (i.e. regulated activity with children), this post is exempt under the Rehabilitation of Offenders Act. Any provisional offer of employment made will be subject to receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) Certificate, to include an annually renewed DBS Update Service subscription for the purposes of ongoing satisfactory status checks throughout employment, in accordance with Company Policies.**

**Please submit your completed application form as soon as possible - a selection process will take place fortnightly until Sunday 3<sup>rd</sup> August 2025.** If you are shortlisted for an interview, you will be contacted. If you have not heard from us within one month of submitting your completed application, please assume that you have been unsuccessful. In the interest of economy we do not acknowledge receipt of applications. **We reserve the right to close this vacancy earlier than the published closing date, subject to successful appointment.**

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](#).

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

A handwritten signature in black ink, appearing to read "Lorna Mapson".

Lorna Mapson  
Human Resources Manager  
[recruitment@impulseleisure.co.uk](mailto:recruitment@impulseleisure.co.uk)  
Impulse Leisure – Head Office

# JOB PROFILE

<b>JOB TITLE:</b>	Physical Activity Development Manager
<b>SALARY:</b>	£30,006 per annum
<b>CONTRACT TYPE:</b>	Fixed-term contract – up to 3 years dependant on Sport England funding.
<b>HOURS:</b>	As required by operational needs of the business, with a <b>minimum</b> of 37 hours per week (excluding breaks).
<b>LOCATION:</b>	Impulse Leisure's Fitness Suites (Thurrock, Essex – Blackshots, Corringham and Belhus Park Leisure Centres) and community outreach programs within Thurrock, as determined by operational needs and demands of the role.
<b>RESPONSIBLE TO:</b>	Group Health & Fitness Manager
<b>RESPONSIBLE FOR:</b>	Increasing physical activity opportunities in Thurrock with a focus on the inactive population
<b>LIAISON WITH:</b>	Staff, management, customers, external groups, Thurrock residents, stakeholders and trusted organisations
<b>KEY RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. To assist the Group Health &amp; Fitness Manager in working with key partners and stakeholders to develop and implement a diverse and varied programme of physical activity, lifestyle and health improvement opportunities across Thurrock and surrounding areas, and deliver relevant sessions where necessary and qualified to do so.</li> <li>2. Creating meaningful partnerships, developing physical activity opportunities both in centre and out in the community, attending meetings, delivering sessions and associated administration.</li> </ol>

## **KEY CORPORATE RESPONSIBILITIES**

1. Due to the nature of activities undertaken (i.e. regulated activity with children), this post is exempt under the Rehabilitation of Offenders Act. Any provisional offer of employment made will be subject to receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) Certificate, to include an annually renewed DBS Update Service subscription for the purposes of ongoing satisfactory status checks throughout employment, in accordance with Company Policies.
2. To fully comply with and ensure, in conjunction with centre management, compliance 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 Sites' normal and emergency action plans etc.
3. To maintain awareness of policies and practices within Impulse Leisure, and be aware of safeguarding matters regarding children, young people and vulnerable groups. We expect all our employees to report any concerns or allegations in accordance with our corporate policy and reporting procedures.

4. To promote and maintain an awareness of and proactive commitment to energy reduction, carbon and environmental management.
5. To wear with pride the correct staff uniform, with a name badge at all times, in order to set a good example to all staff and to present a professional image to the public.
6. To comply with and ensure, in conjunction with centre management, compliance with Impulse Leisure's Customer Care Policy.
7. To actively ensure, in conjunction with centre management, promotion of Equal Opportunities and Diversity and observe the standard of conduct in relation to both employment and service delivery.
8. 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.
9. Personal commitment to continuing professional development (CPD) and to key areas of development for the Company, that will contribute to your learning, and widen your experience within the leisure industry i.e. active membership of CIMSPA and maintaining an annual membership fee is an express term of your continued employment with Impulse Leisure.
10. 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.
11. Adhere to Company protocol as laid out in the Employee Handbook, and subsequent changes/additions that may be issued from time to time.
12. At the discretion of the Centre Manager/ Senior Managers, any other activities as may from time to time be agreed consistent with the nature of the job described above.
13. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.
14. To work at any Impulse Leisure's centres consistent with the nature of the post.

#### **KEY ROLE SPECIFIC RESPONSIBILITIES**

1. To assist in the co-ordination and development of partnership working and support the implementation of strategic plans and programmes around physical activity to be delivered across Thurrock.
2. To co-ordinate and support community development initiatives, working with key partners to empower communities and voluntary groups to help promote prevention, self-care and health and wellbeing and reduce variation in public health outcomes in relation to physical activity
3. Ensure that all health and wellbeing projects are aligned with Thurrock Councils Public Health and Local Integrated Care Board priorities to ensure delivery against expected outcomes
4. To develop, facilitate and promote partnership working with representatives of Thurrock Council Public Health and Adult Social Care, Thurrock Alliance, local health service providers and voluntary sector organisations
5. To help deliver specific projects for example the Sport England Place Based Expansion program by helping to plan and implement the project, work with partners and stakeholders and engage with our communities to ensure those projects are effectively delivered in our area.
6. Implement an Asset-Based Community Development (ABCD) when developing and implementing opportunities for the inactive population to become fairly or active
7. Work at a grassroots level to identify barriers to physical activity and promote accessible opportunities for residents.

8. Develop community-led initiatives that encourage active travel, formal and informal physical activities and lifestyle opportunities that are sustainable at the end of the projects.
9. Build strong relationships with local organisations, residents and stakeholders to enhance engagement and participation.
10. Conduct regular community consultations and feedback sessions to support local delivery.
11. Listen to other system partners consultation and feedback and where reasonable, activate ideas using a variety of resources including locally trusted organisations, i.e. working with Active Essex.
12. Support the creation of local leadership programmes such as volunteering or individuals training and development to empower residents to take active roles in community and make projects sustainable past the funded period.
13. Develop a comprehensive marketing plan to enhance the visibility of the new and existing physical activity opportunities in Thurrock.
14. Work closely with Physical Activity Co-ordinator within the Councils Volunteering Service in promoting physical activity opportunities within meetings, social media and outreach campaigns to increase resident engagement
15. To teach, supervise and monitor sessions where required and qualified to do so. Use “Refer All” where possible, input information relevant to the Health Improvement Programmes to relevant database/spreadsheets to maintain accurate records.
16. Produce end of programme reports detailing attendance, retention rates, health improvements and any other statistic as required by the programme
17. To assist Group Health & Fitness Manager with funding bids to support existing and new programmes.
18. To input, maintain, monitor and keep secure confidential personal and medical information regarding clients in accordance with the General Data Protection Act and Data Protection Act (DPA). This includes manual and computerised systems.
19. To ensure compliance with moral and ethical standards of conduct and confidentiality in line with statutory legislation.
20. To attend and participate in appropriate internal and external team meetings/briefings, and share relevant company information about progress, results, etc...
21. To comply with quality management system procedures within all the leisure centres and any outreach venues.
22. To actively promote the current membership promotions and sales for Impulse Leisure as far as is reasonable possible within the post holder’s control.

The post holder **will** be required to work at any of the Company’s facilities as required, and will be required to stand in for staff on annual leave, training courses, etc., or at short notice in the event of, for example, illness. To obtain maximum efficiency the post holder will be involved in a rota of hours, which can vary according to the programme.

The normal working hours inevitably contain an unsociable element that involves evenings, weekends and Bank Holidays worked on a rota basis and subject to regular reviews 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.

**Note:** *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 postholder, to take account of changing operational requirements, the introduction of different working methods, etc..*

*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 General Data Protection Regulation 2018 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.*

# PERSON SPECIFICATION

**JOB TITLE:** Physical Activity Development Manager

## INFORMATION FOR CANDIDATES:

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. **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 Impact 2 – Medium Impact 1 – Low Impact

CATEGORY	CRITERIA	WEIGHTING (*SEE ABOVE)	HOW ASSESSED (SEE 'KEY' ABOVE)
<b><u>Skills, Abilities and Knowledge</u></b>	1. Computer literate in Microsoft Excel or equivalent e.g. in order to import and extract data to and from Excel files and Microsoft Word or equivalent for producing reports	3	PA
	2. Able to verbally communicate, clearly and effectively, with partners and stakeholders to build relationships across diverse communities	3	PA
	3. Able to write clearly, accurately and concisely e.g. written reports, presentations	3	PA
	4. Able to collect / record and maintain data in line with data protection/GDPR where required	3	I
	5. Able to analyse and interpret figures/data	3	PA
	6. Able to resolve problems, as and when they arise, in order to maintain a service, e.g. arrange cover for community sessions to ensure continuity	3	I
	7. Self-motivated and able to work on own initiative to improve physical activity opportunities, health & wellbeing on Thurrock residents.	3	I
	8. Enthusiastic, able to strike a rapport and inspire/motivate	3	I
	9. Able to meet targets and schedules within the required deadlines	3	PA
	10. Able to work independently or as part of a large and small team	3	I
	11. Able to project manage physical activity engagement initiatives	3	I
	12. Excellent organisational and record keeping skills e.g. keeping and assessing data	3	I
<b><u>Special Knowledge</u></b>	1. A basic understanding of the current local statistics with particular focus on physical activity levels and health inequalities	2	I
	2. Understand the local barriers to physical activity	2	I

	<p>3. Knowledge of Health and Safety and application in a practical context, eg. undertaking risk assessments on external venues and activities</p> <p>4. Knowledge of Health Improvement Programmes</p> <p>5. Understanding of Asset Based Community development</p>	<p>3</p> <p>2</p> <p>1</p>	<p>A, I</p> <p>A, I</p> <p>A</p>
<b><u>Experience</u></b>	<p>1. Practical experience of working in a health improvement or sport development setting e.g. undertaking sessions with groups of special populations</p> <p>2. Experience of attending networking events, creating new partnerships and strengthening connections across the sector.</p> <p>3. Experience of attending informal and formal meetings</p> <p>4. Experience in event planning, marketing and partnership development</p> <p>5. Experience of working with local authority or NHS departments eg Public Health, Integrated locality Teams, Integrated Care Boards</p>	<p>3</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<b><u>Education/Qualifications</u></b>	<p>1. Degree, Higher National Diploma, Diploma in Sport Science, Sport Development or related field such as Leisure &amp; Recreation or Physical Education</p> <p>2. CIMSPA accredited Gym Instructor qualification at Level 2</p> <p>3. CIMSPA accredited Personal Training Qualification at Level 3</p> <p>4. Any other Level 4 Qualification, e.g. Cardiac Rehab, Cancer Rehab etc</p> <p>5. CIMSPA accredited Level 3 GP Referral Qualification (<u>or</u> equivalent recognised health improvement qualification)</p> <p>6. Current Emergency First Aid at Work Certificate <u>or</u> ability to obtain the Qualification within 6 months of employment</p> <p>7. Health &amp; Safety Management Certificate or ability to obtain within 6 months of employment</p> <p>8. Active membership of CIMSPA as an individual or the ability to obtain and maintain membership</p>	<p>3</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>3</p> <p>2</p> <p>3</p>	<p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, C</p>
<b><u>Other</u></b>	<p>1. To be flexible and adaptable with hours, tasks and location of work</p> <p>2. Willing and prepared to undertake additional training necessary in order to fulfil the requirement of the role, and to comply with current and future company initiatives</p> <p>3. Personal commitment to CPD, including to maintain active CIMSPA membership</p> <p>4. Maintain an awareness of and pro-active commitment to equal opportunities and diversity</p> <p>5. <u>Must have</u> own transport for work travel purposes and use of a car</p> <p>6. <u>Must have</u> use of own vehicle, to work at (and travel to) any of the one of the leisure centres as well as attend outreach / external meetings in around Thurrock and the surrounding areas.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>I</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.

## **PHSYICAL ACTIVITY DEVELOPMENT MANAGER QUALIFICATION INFORMATION**

### **Important Information**

**The Physical Activity Development Manager is required to hold a 1-day Emergency First Aid at Work Certificate (EFAW).** If the successful candidate does not already hold this qualification, the necessary training will be provided at the Company's cost\*, and the individual will be expected to pass the qualification, 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.**

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### **Emergency First Aid at Work Certificate (HSE Approved Course)**

Course Prerequisites: None.

Length of course: 1 day.

Course content:

A range of subjects are covered including:

- Responsibilities and reporting
- Assessment of the situation
- Dealing with an unresponsive casualty
- Basic hygiene in First Aid
- Burns
- Epilepsy
- Resuscitation
- Anatomy
- Minor injuries
- Bleeding control
- Choking
- Shock

Course duration:

This course runs over a minimum of six contact hours in the classroom, consisting of practical and theoretical activities.

Assessment method: Summative practical assessment is on-going by the instructor on the day, along with a written assessment

# **IMPULSE LEISURE**

## **APPLICANT PRIVACY NOTICE (JANUARY-2024)**

### **IN COMPLIANCE WITH**

### **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

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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 request candidates to respond to the following:-

- '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, and
- 'if they hold a valid National Pool Lifeguard Qualification (NPLQ)'. If a candidate ticks 'no'; then they will not be able to complete the rest of the application process.

Candidates who respond yes to proceed with the application, but are subsequently then unable to provide the correct right to work original documentation and/or who do not have a valid NPLQ will not proceed further in the recruitment process.

Any concerns relating to this question, should be directed to Lorna Mapson, Group Human Resources Manager – [recruitment@impulseleisure.co.uk](mailto:recruitment@impulseleisure.co.uk)

### **CONTACT DETAILS OF PERSON RESPONSIBLE FOR DATA PROTECTION**

[dataprotectionofficer@impulseleisure.co.uk](mailto:dataprotectionofficer@impulseleisure.co.uk)

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