

Dear Applicant

FALLS PREVENTION PROGRAMME CO-ORDINATOR - THURROCK, ESSEX
37 HOURS PER WEEK, 2-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 weekly until Sunday 26th October 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
Impulse Leisure – Head Office



JOB PROFILE

JOB TITLE:	Falls Prevention Programme Co-ordinator
CONTRACT TYPE:	Up to 2-year fixed term contract
SALARY:	£29,649 per annum (£15.36 per hour)
HOURS:	As required by operational needs of the business, with a minimum of 37 hours per week (excluding breaks) delivering sessions and associated administration
LOCATION:	Impulse Leisure's Fitness Suites (Thurrock, Essex – Blackshots, Corringham and Belhus Park Leisure Centres) and community outreach as determined by operational need
RESPONSIBLE TO:	Group Health & Fitness Manager
RESPONSIBLE FOR:	Development, coordination and delivery of the Falls Prevention/Frailty programmes for Impulse Leisure across Thurrock
LIAISON WITH:	Staff, management, customers, General Practitioners (GPs), external groups
KEY RESPONSIBILITIES:	To assist the Group Health & Fitness Manager in the implementation, co-ordination and delivery of the Falls Prevention programme within the three leisure centres and community venues in Thurrock.

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 all employees, as far as reasonably possible within the post holder's control, 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.
3. To promote and maintain an awareness of and proactive commitment to energy reduction, carbon and environmental management.
4. 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.
5. To actively promote and ensure all employees, as far as reasonably possible within the post holder's control, 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. To comply with and ensure all employees as far as reasonably possible within the post holder's control, comply with Impulse Leisure's Customer Care Policy. Adhere to company protocol as laid out in the Employee Handbook, and subsequent changes/additions that may be issued from time to time.
9. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.
10. At the discretion of the Group Fitness Manager / senior managers, undertake any other activities as may from time to time be agreed consistent with the nature of the job described below.
11. To work at any Impulse Leisure's centres consistent with the nature of the post.

KEY ROLE SPECIFIC RESPONSIBILITIES

1. To undertake initial consultations with clients referred into the programme (across the three centres in the Thurrock contract and community venues).
2. Using software provided, record baseline and end of programme data as per the Falls Prevention Funding Agreement.
3. To teach, supervise and monitor the exercise sessions for the new fall prevention/frailty programmes within the three leisure centres and community venues in Thurrock.
4. To keep up to date with current local and national health agendas and targets to assist in developing programmes that meet this need.
5. Produce end of programme reports detailing attendance, retention rates, health improvements and any other statistic as required by the programme.
6. To input, maintain, monitor and keep secure confidential personal and medical information regarding clients in accordance with the Data Protection Act (DPA). This includes manual and computerised systems.
7. Responsible for the accurate and timely production and analysis of report related to each falls prevention programme,
8. To ensure compliance with corporate and partner targets.
9. To closely interact and liaise with General Practitioners (GPs) and other agencies, to develop both existing and future partnerships and referral schemes.
10. To monitor, reflect and review the quality systems of work within the location the falls prevention programmes take place.
11. To actively encourage a social and personable environment within the sessions in the studios and any community venues.
12. To ensure compliance with moral and ethical standards of conduct and confidentiality in line with statutory legislation.

13. To attend and actively participate in relevant team meetings and briefings, sharing key updates and information on the progress of the programme.
14. To comply with quality management system procedures within all the leisure centres and any outreach venues.
15. 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 post holder, 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 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.

PERSON SPECIFICATION

JOB TITLE: Falls Prevention Programme Co-ordinator

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)
<u>Skills, Abilities and Knowledge</u>	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 both members of the public and staff members at all levels e.g. consultations, meetings, delivering programmes.	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 DPA	3	PA
	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.	3	PA
	7. Self-motivated and able to work on own initiative.	3	PA
	8. Enthusiastic, able to strike a rapport and inspire/motivate customers/staff.	3	PA
	9. Able to meet targets and schedules within the required deadlines.	3	PA
	10. Able to work as part of a large and small team.	3	I
	11. Able to work on set projects.	3	I
	12. Excellent organisational and record keeping skills e.g. keeping and assessing data.	3	I
	13. Ability to hype and promote events to both customers and staff.	3	I
	14. Ability to monitor, reflect and review quality systems of work.	3	I, PA
	15. Ability to undertake research of medical conditions and their effects.	3	I
<u>Special Knowledge</u>	1. A basic understanding of the current local statistics with particular focus on the falls prevention agenda.	3	I
	2. Knowledge of Health and Safety and application in a	3	I

	<p>practical context, e.g. undertaking risk assessments on external venues and activities.</p> <p>3. Knowledge of health improvement programmes.</p> <p>4. Knowledge of how diseases effect the body during exercise.</p>	<p>3</p> <p>3</p>	<p>A,I</p> <p>I</p>
<u>Experience</u>	<p>1. Practical experience of working in a health improvement setting e.g. undertaking sessions with groups of special populations.</p> <p>2. Experience of dealing with members of the public.</p> <p>3. Experience or marketing and promoting.</p>	<p>3</p> <p>3</p> <p>2</p>	<p>A</p> <p>A</p> <p>A</p>
<u>Education/Qualifications</u>	<p>1. Must have CIMSPA accredited Personal Training Qualification at Level 3.</p> <p>2. CIMSPA accredited GP referral qualification and maintain qualification.</p> <p>3. Must have CIMSPA Accredited Level 4 Postural Stability qualification or ability to obtain within 6 months of employment.</p> <p>4. Current First Aid at Work certificate or ability to obtain the qualification within 6 months of employment.</p> <p>5. IOSH/ISRM Health & Safety Management Certificate or equivalent, or ability to obtain qualification within 6 months of employment</p> <p>6. Current RLSS AED/Defibrillator Certificate, or ability to obtain qualification within 6 months of employment.</p>	<p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</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>
<u>Other</u>	<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 maintaining an 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> use of own vehicle, for work travel purposes, 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>6. To be flexible work at (and travel to) any of the Group's sites, consistent with the nature of the role.</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.

FALLS PREVENTION PROGRAMME CO-ORDINATOR QUALIFICATION INFORMATION

Important Information

Falls Prevention Programme Co-ordinators within Impulse Leisure are required to hold a 3-day First Aid at Work Certificate (FAW), AED/Defibrillator and Level 4 Postural Stability Instructor Certificates.

If the successful candidate does not already hold 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

RLSS AED (Automated External Defibrillator) Certificate

Course Prerequisites: None.

Length of course: ½ day.

Course content:

- Priorities of casualty management
- Chain of survival
- Cardiac arrest
- Airway management
- CPR
- Use of oxygen
- AED flowcharts
- Minimising interruption to chest compressions
- Children and AED
- Safety when using an AED
- What to store with an AED
- Managing regurgitation
- Recovery position

- Guidelines for use of an AED
- Placement of pads
- Using an AED in a swimming pool environment

Assessment

On-going tutor assessment.

Level 4 Postural Stability

Course content:

- Appropriate pre-exercise assessments.
- Planning and delivering exercise programs for frailer older people.
- Supporting your practice with background knowledge in falls, fall-related injuries, medical conditions likely to be encountered in FaME.
- Adaptations for the programming and supervision of falls and injury prevention sessions.