

Dear Applicant

**FITNESS INSTRUCTORS - THURROCK, ESSEX – BLACKSHOTS, CORRINGHAM AND BELHUS PARK LEISURE CENTRES**

**2X PART-TIME POSITIONS - SEE JOB DESCRIPTION FOR MORE INFORMATION (PERMANENT, WORKING HOURS TO INCLUDE EARLY MORNINGS, LATE EVENINGS, WEEKEND AND BANK HOLIDAY WORKING PATTERNS). (POSSIBLE VARIABLE/CASUAL WORKER HOURS MAY BE AVAILABLE, SUBJECT TO OPERATIONAL NEED)**

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 14<sup>th</sup> December 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>	Fitness Instructors
<b>SALARY:</b>	£12.21 - £13.07 an hour. Optional personal training opportunities are available upon request.
<b>LOCATION:</b>	Thurrock, Essex - Blackshots, Corringham and Belhus Park Leisure Centres
<b>HOURS:</b>	<p>Position One (21.5 hours per week)  Wednesday 05:45-14:00 (Corringham), Friday 14:00-20:15 (Belhus), Saturday 08:00-15:00 (Blackshots)</p> <p>Position Two (20.5 hours per week)  Monday 05:45-10:00, Tuesday 14:15-22:15, Wednesday 14:00-22:15</p> <p>(Working hours to include early mornings, late evenings, weekend and bank holiday working patterns)</p> <p><i>(Hours and/or days may be subject to change in accordance with the needs of the business).</i></p> <p><b>PLEASE NOTE:-</b> In addition, other guaranteed part-time and/or variable/casual worker hours vacancies may become available as a result of the above recruitment. Therefore, please be advised that all interested parties should submit a completed application by the below closing date in order to be considered.</p>
<b>RESPONSIBLE TO:</b>	Group Fitness Manager with day-to-day reporting to Fitness Manager / Centre Manager
<b>RESPONSIBLE FOR:</b>	All aspects of customer supervision and guidance, cleanliness and maintenance of equipment and customer retention.
<b>LIAISON WITH:</b>	Staff, customers, members of the gym
<b>KEY RESPONSIBILITIES:</b>	To assist the Leisure Centre Management in the supervision, safety, maintenance of equipment and customer retention within the Fitness Suite.

## KEY ROLE SPECIFIC RESPONSIBILITIES

1. To teach, supervise and monitor exercise programmes to all members of the public.
2. To regularly monitor and supervise and communicate with clients to promote retention.
3. To actively promote membership sales for Fitness Suites in line with the package on offer at the time, in accordance with agreed targets.
4. To maintain the facilities to the highest standards, for example, report/repair breakdowns immediately, cleaning on a rota basis, etc...
5. To attend appropriate meetings and team briefings and report on aspects of the programme as and when required.
6. To complete Key Performance Indicator (KPI) sheets daily in line with corporate requirements.
7. To complete assigned tasks daily in accordance with the Daily Task Sheet
8. To participate in Corporate Partnership activities such as outreach events and school sessions, when required.

## **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.

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:** Fitness Instructors

## 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)
<b><u>Skills, Abilities and Knowledge</u></b>	1. Enthusiastic, able to strike a rapport and inspire/motivate customers.	3	I, PA
	2. Excellent customer service.	3	I, PA
	3. Ability to motivate members individually or as part of a group.	3	I, PA
	4. Ability to work on set projects.	1	I
	5. Capable of working as part of a team.	3	I
	6. Self-motivated, able to work on own initiative.	3	I
	7. To maintain an awareness of and commitment to equal opportunities.	3	I
	8. Ability to achieve set targets as required by the business.	2	I
<b><u>Special Knowledge</u></b>	1. Knowledge and understanding of what affects membership retention and attrition	2	I
	2. Diet and nutrition knowledge	1	I
<b><u>Experience</u></b>	1. Previous experience of working in a gym environment	2	A, I
	2. Experience of working with customer retention computer programs, e.g. Wellness System	1	A, I
<b><u>Education/Qualifications</u></b>	1. <u>Must have</u> CIMSPA accredited Gym Instructor Qualification of level 2 or above.	3	A, C
	2. CIMSPA accredited Exercise to Music qualification of level 2 or above.	1	A, C
	3. CIMSPA accredited Personal Training qualification at Level 3.	1	A, C
	4. CIMSPA accredited GP Referral qualification.	1	A, C
	5. Current Emergency First Aid at Work Certificate, or ability to gain qualification within 6 months of employment.	1	A, C
	6. Active membership of CIMSPA as an individual or the ability to obtain and maintain membership	3	A, C
		3	A, C

<b><u>Other</u></b>	1. Flexible attitude and approach towards work duties and hours e.g. able to work shifts, at evenings, and at weekends.	3	I
	2. Must be willing and prepared to undertake any additional training necessary in order to fulfil the requirements of the role, and to comply with current and future company initiatives e.g. Inclusive Fitness Initiative.	3	I
	3. Personal commitment to CPD	3	I

## **FITNESS INSTRUCTOR QUALIFICATION INFORMATION**

### **Important Information**

**Fitness Instructors within Impulse Leisure are required to hold a 1-day Emergency First Aid at Work Certificate (EFAW).** If the successful candidate does not already hold this, 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.**

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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 each day, along with a written assessment on each day.

### **Leading Adolescents**

- The specific anatomy, physiology and nutritional needs of adolescents and how they relate to physical activities, exercise and fitness.
- How to adapt physical activities and exercises for adolescents.
- How to plan, deliver and supervise safe and effective physical activity sessions to adolescents.
- The legal and professional requirements for working with adolescents.