October 2026

Dear Applicant

HR ADVISOR – (THURROCK, ESSEX)
MINIMUM OF 37 HOURS PER WEEK

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, 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.

Please submit your completed application form as soon as possible, but in any event no later than **SUNDAY 22ND NOVEMBER 2026.** ***Please note****, that vacancies may be closed earlier than the published closing date if we get a high volume of applications. We therefore advise that you complete your application at your earliest opportunity to avoid disappointment.*

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 organisation.

Yours sincerely

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

JOB PROFILE

JOB TITLE: HR Advisor

SALARY: £34,000 per annum

HOURS OF WORK: Hours according to operational need, with a minimum of 37 hours per week (Monday – Friday working patterns).

LOCATION: Based in Thurrock, Essex but will be required to travel to any of the centres, and external meetings, as required.

RESPONSIBLE TO: Human Resources Manager

LIAISON WITH: All management teams, members of staff, all sections of the Company, external agencies/training bodies, customers, the general public.

JOB OUTLINE:

1. To provide professional HR support and guidance to managers and staff across all aspects of employment.
2. Ensure HR processes are delivered effectively, consistently and in line with employment legislation and company policy.
3. Contribute to a positive, inclusive workplace culture, supporting employee development, wellbeing and engagement.

KEY ROLE RESPONSIBILITIES

HR Advisory & Employee Relations

1. Provide practical advice and guidance to managers and staff on employment law, company policies and procedures.
2. Support managers, as required, with matters including flexible work requests, disciplinary, grievance, capability/performance matters, ensuring a fair and consistent approach that meets legal and policy requirements.
3. Attend formal hearings, taking notes and advising managers as required.
4. Liaise with the HR Manager to ensure all actions, decisions and recommendations are reviewed as necessary, and applied consistently across the organisation.

Recruitment & Selection

5. Assist with recruitment and selection processes, including job profiles, person specifications, advertising, shortlisting, assessment processes and supporting new starters through induction and orientation, including contract issue, etc.
6. Maintain accurate personnel records and HR systems (e.g. ATS, Planday) to support recruitment and wider HR administration.
7. Support apprenticeship and early careers initiatives and where required liaise with external partners.

HR Operations and Administration

8. Administer routine HR processes including, e.g. probation, induction, leave, transfers and payroll notifications.
9. Produce reports and analyse workforce data, e.g. absence, turnover
10. Provide cover for colleagues during absences or peak periods as required.

Learning, Development & Engagement

11. Collaborate with the Training Administrator and HR Manager as necessary to support training compliance, learning and development.
12. Assist with induction, new starter process and staff development programmes.
13. Contribute to employee engagement initiatives and wellbeing programmes, supporting implementation and monitoring outcomes.

Organisational Change and Projects

14. Support the HR Manager and senior leadership team with organisational change initiatives, as required.
15. Assist with reviewing and updating HR policies to ensure compliance with legislation and best practice.
16. Contribute to HR projects, delivering agreed tasks and providing progress updates.

Professional Conduct

17. Maintain confidentiality and safeguard personal information in line with GDPR/DPA.
18. Build professional relationships across the organisation and act as a trusted HR Advisor.
19. Commit to continuous professional development, keeping up to date with HR best practice and employment legislation.
20. Work collaboratively with the HR Manager to support a consistent and professional HR function.

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 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.
4. 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.
5. 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.
6. To comply with and ensure all employees as far as reasonably possible within the postholder's control, comply with Impulse Leisure's Customer Care Policy.
7. Adhere to company protocol as laid out in the Employee Handbook, and subsequent changes/additions that may be issued from time to time.
8. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.
9. At the discretion of the HR Manager/senior managers, any other activities as may from time to time be agreed consistent with the nature of the job described above.
10. If necessary, to travel to and work at any of Impulse Leisure's sites consistent with the nature of the post, including external meetings and outreach events as required.

***Note**: This document outlines the main duties and responsibilities of the role and does not constitute an exhaustive list of all duties relating to the post. 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..*

During the course of employment, the postholder will have knowledge of, and 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: Human Resources Advisor

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)
Qualifications & experience	1. Previous experience working in a human resources role, providing advice and support to managers and staff.	3	A, I
	2. Experience of advising on employee relations matters, including disciplinary, grievance, absence management, performance and capability.	2	A, I
	3. Experience of co-ordinating recruitment and selection processes, including advertising, shortlisting and supporting interviews.	3	A, I
	4. Experience of interpreting and applying employment legislation and HR policies and procedures in a practical work environment	3	A, I
	5. Experience of maintaining accurate HR records and systems to support administration and reporting.	3	A, I
	6. CIPD level 5 qualification (or equivalent experience)	2	A, C
Skills, knowledge & abilities	1. Sound working knowledge of UK employment legislation and HR best practice.	3	A, I
	2. Ability to provide clear, accurate and pragmatic HR advice to managers and staff.	3	A, I
	3. Excellent verbal communication skills, with the ability to communicate effectively at all levels across the organisation.	3	A, I, PA
	4. Strong written communication skills, including report writing, correspondence and accurate note taking.	3	A, PA
	5. Ability to handle sensitive and confidential information with discretion and professionalism.	3	A, I
	6. Strong organisational skills with the ability to manage competing priorities and deadlines.	3	A, I, PA
	7. Ability to work independently using own initiative, whilst also contributing effectively as part of a team.	3	I
	8. Competent IT skills including HR systems and Microsoft Office applications (i.e. Word, Excel, Outlook as examples).	3	A, PA
	9. Analytical skills with the ability to interpret HR data and produce reports.	2	A, I
	10. Good numeracy skills including interpreting figures and data.	2	A, PA
	11. Well-developed interpersonal skills with the ability to build and maintain effective working relationships with people at all levels.	3	A, I

Other	1. Demonstrable commitment to equality, diversity and inclusion in the workplace.	3	A, I
	2. Flexible and adaptable approach to work in response to changing operational needs.	3	A, I
	3. Willingness to travel to different sites and attend external meetings as required.	3	A, I
	4. Professional, positive and proactive approach to work.	3	A, I
	5. Commitment to developing a career in human resources, including ongoing continuing professional development (CPD).	3	A, I
	6. Trustworthy and reliable, with a clear understanding and application of confidentiality and compliance with the Data Protection Act/GDPR.	3	I
	7. Willingness to positively engage with company initiatives and adapt to organisational change where required.	3	A, I
	8. A current driving licence and access to own transport for work-related travel.	3	A
	9. A responsible, dedicated and positive 'can-do' attitude to work.	3	I

· *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 and roadworthy vehicle maintenance, which is the sole responsibility, at all times, of the successful post holder.*

IMPULSE LEISURE
APPLICANT PRIVACY NOTICE (SEPTEMBER-2026)
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 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.
- 'if they hold a CIMSPA accredited Gym/Fitness Instructor qualification of level 2 or above'. 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 or fitness qualification 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

CONTACT DETAILS OF PERSON RESPONSIBLE FOR DATA PROTECTION

dataprotectionofficer@impulseleisure.co.uk
Head Office, Blackshots Leisure Centre, Blackshots Lane, Grays, Essex, RM16 2JU