



Dec 2016

Dear Applicant

**GROUP EXERCISE INSTRUCTORS (THURROCK, ESSEX)
VARIABLE HOURS, NOT GUARANTEED (SUBJECT TO OPERATIONAL NEED)**

Thank you for expressing an interest in the above vacancies.

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 within the Asylum, Immigration and Nationality Act 2006, if you are short-listed and invited to attend a further competitive selection process, you must be able to produce **original** document/s from either **List A** or **List B** of the **[Approved Documents List](#)**, to demonstrate legal entitlement to work in the United Kingdom.

Please return your completed application form as soon as possible. Please note that a selection process will be taking place every Friday, initially until the **30th December 2016** – 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

A handwritten signature in black ink, appearing to read 'Lorna Mapson', is written over a thin horizontal line.

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



JOB PROFILE

JOB TITLE:	Group Exercise Instructors
SALARY:	Dependant on class numbers Basic rate of pay £19.80 per hour (1-10 attendees in the class). In addition, £6.58 commission per hour (subject to 11+ attendees per class)
HOURS:	Variable hours - <u>not</u> guaranteed - subject to operational need Hours according to operational needs of the business, to include early mornings, late evenings, weekend and bank holiday working.
LOCATION:	Thurrock, Essex (Blackshots, Corringham and Belhus Park Leisure Centres)
RESPONSIBLE TO:	Group Fitness Manager/ Group Exercise Co-ordinator/ Duty Managers
JOB OUTLINE:	To effectively assist the Centre Manager and Duty Managers to maintain quality service to ensure a consistently safe and pleasant environment for both customers and staff.
JOB RESPONSIBILITIES:	<ol style="list-style-type: none">1. The supervision and development of the aerobics programme.2. The overseeing and general safety and behaviour of the public to prevent injury, misuse and damage to themselves or the facilities.

KEY CORPORATE RESPONSIBILITIES

1. 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.
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 comply with and ensure, in conjunction with centre management, compliance with Impulse Leisure's Customer Care Policy.
5. 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.
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 Centre Manager/ 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.
11. To work at any Impulse Leisure's centres consistent with the nature of the post.

KEY ROLE SPECIFIC RESPONSIBILITIES

1. Ensure good practice and control for general safety and behaviour of public and equipment.
2. To comply with Impulse Leisure's normal operating procedures.
3. To ensure all equipment is safe to use prior to commencement of class.
4. To report any equipment damage or breakdowns as soon as they occur.
5. To be responsible for securing the studio and stores both at the start and finish of each class ensuring that equipment is stored correctly and safely.
6. To assist the marketing team and Centre Management in the marketing and promotions of all classes and courses under the post holders control.
7. To assist the Centre Manager with the programming, co-ordination and running of the classes and courses under the post holders control
8. Give trained assistance to class/course attendees in difficulty.
9. Maintain high level of health and fitness, as the nature of the job requires.
10. Be flexible and willing to undertake classes in the wider community where necessary.

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 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: Group Exercise Instructors

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 Importance 2 – Medium Importance 1 – Low Importance

CATEGORY	CRITERIA	WEIGHTING (*SEE ABOVE)	HOW ASSESSED (SEE 'KEY' ABOVE)
<u>Skills, Abilities & Knowledge</u>	1. Must have outgoing personality	3	PA
	2. Ability to deliver excellent customer service	3	PA, I
	3. Must be able to motivate members as part of a group	3	PA
	4. Must be self motivated, able to work on own initiative	3	PA, I
	5. Ability to deliver exercise sessions for all ages	3	PA
	6. Must be committed to and maintain an awareness of equal opportunities	3	I
<u>Special Knowledge</u>	1. An understanding of what affects membership retention and attrition	1	A, I
	2. Health and safety knowledge	3	PA
<u>Experience & Qualifications</u>	1. Must have either a Register of Exercise Professionals accredited Exercise to Music or Gym Instructor Qualification of Level 2 or above	3	A, C
	2. Register of Exercise Professionals accredited modules/ qualifications specifically in Group Cycling/ Spinning	3	A, C
	3. Any other Register of Exercise Professionals accredited Exercise to Music related modules/qualifications	1	A, C
	4. Previous experience of taking classes	3	A
<u>Other</u>	1. To be flexible and adaptable with hours, tasks and location of work	3	I
	2. Must be willing and prepared to undertake any additional training necessary in order to fulfil the requirements of the role	3	I
	3. Personal commitment to CPD	3	I