

<b>Job Title:</b> Active Lives Officer	<b>Role Profile Number:</b> SO00031
<b>Grade:</b> N	<b>Date Prepared:</b> Updated October 2018
<b>Directorate/Group:</b> Public Health - Community Health and Wellbeing	<b>Reporting to:</b> Physical Activity and Inclusion Manager
<b>Structure Chart attached:</b>	No

**Job Purpose**

Sitting within the Community Health and Wellbeing service area, this role will be responsible for the design and delivery of projects, programmes and activities that are accessible and attractive to those who find it difficult to engage in physical activity. Projects will be targeted at young people, individuals with a disability and those that are furthest away from participation and are aimed at breaking down barriers and encouraging a shift from inactivity to activity. The post holder is responsible for the end to end set up, delivery and monitoring of each project and will ensure that the delivery is safe, meets appropriate standards and operates within budget.

**Key Accountabilities**

1. Develop ideas into a deliverable and viable projects and programmes which meet key outcomes and focus on target populations
2. Recruit, line manage and deploy a team of instructors and volunteers in order to ensure that they are well supported, are qualified appropriately and run their session according to industry standards and in line with community need.
3. Take responsibility for a delegated operational budget and to bid for and secure additional external funding to develop and sustain projects. Keep up to date records on income and expenditure and forecast on a monthly basis
4. Work in partnership with local and national organisations and partners to resource, develop and expand the service.

5. Lead the delivery of community sessions and facilitated learning with groups and individuals engaged in projects and programmes across the Community Health & Wellbeing service.
6. To plan and deliver fun, engaging, high quality physical activity and /or health promotion sessions for residents in Swindon with a disability, health condition or that are unhealthy or inactive.
7. Ensure the safe delivery of sessions, including risk assessments, quality assurance and safeguarding.
8. Facilitate a range of training and personal development opportunities for the instructors and volunteers working on the project.
9. Collaborate with colleagues, internal and external partners to ensure the profile of projects is high and that the outcomes of the project are right for the population of Swindon and compliment other provision
10. Take account of and be responsible for best practice in safeguarding, data protection and Health and Safety legislation in all project delivery
11. Contribute to local strategy and plans; attending partnership meetings as appropriate to share good practice, discuss ideas and consider new developments
12. To build and sustain robust links by regularly attending (wherever reasonably practical to do so) meetings and events with key partners, particularly the CCG, the GWH NHS Foundation Trust, GP Practices, Sport England.

### **Supplementary Accountabilities**

- Play an active role within the Community Health and Wellbeing service area and as a member of the Public Health team, through regular attendance of team meetings, supporting and championing team projects and contributing to the overall business plan
- Promote the whole range of projects delivered through the Community Health and Wellbeing service area; advocating a tailored and holistic journey for clients that meets their specific needs
- Actively contribute to the delivery of a 'Triage' system within the service area.
- Write reports detailing the impact and outcomes of the projects and programmes

### **Qualifications**

- Educated to degree level in a relevant subject area, such as public health, physical activity, health and fitness or sport with extensive practical experience working in a health/sports/physical activity development environment,

or  
Substantial practical experience and proven success in a health/sport/physical activity development post

### **Knowledge & Experience**

- Experience of project planning, implementation, marketing, monitoring and evaluation of health improvement programmes
- Knowledge and understanding of social marketing techniques and brief interventions to bring about positive behaviour change.
- Knowledge and understanding of the wider public health agenda, Change4life and local health improvement programmes.
- An understanding of the key strategic health policies and the role that physical activity, healthy eating and lifestyle behavior change can play in the wider council and health agenda.
- Experience in budgetary management.
- Experience in chairing meetings and facilitating groups.
- Experience of recruiting, managing and motivating staff and volunteers.
- Experience in writing successful funding applications.
- Competent in the use of a range of IT packages including Microsoft Office and databases.
- A working knowledge safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Experience of working with people with additional needs, disability or health conditions
- Knowledge of the health sector, the sport and physical activity landscape, the health and fitness industry and a working understanding of current trends both locally and nationally

### **Decision Making**

- Day to day operational decision making on project delivery, in line with good practice and legislation
- Ability to design and deliver projects within agreed budget
- Recruitment and deployment of instructors and volunteers ensuring that all minimum operating standards are adhered to including vetting.
- Time Management and prioritisation

### **Contacts and Relationships**

- Strong and effective relationships with instructors, volunteers and participants
- Ability to work in partnership to deliver shared outcomes
- Strong communication skills, using interpersonal, verbal and written skills.
- Acting as a positive role model and engendering a culture of putting the client at the heart of the what we do
- Ability to engage with a range of community groups or isolated individuals that may have a multitude of barriers to participation
- Mentoring and coaching skills and being able to work the vulnerable individuals to support behaviour change
- Negotiation and influencing skills

## **Creativity and Innovation**

<u>Job Scope</u>  Casual and contracted instructors and coaches  Typical tasks supervised/allocated to others <ul style="list-style-type: none"><li>• Delivery of activity sessions</li><li>• Attendance at events</li><li>• Keeping registers, records and stats</li></ul>	Budget Holder Responsibility    Asset Responsibility:	Project budget – circa 40-80k    Exercise equipment
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- Create new and innovative projects and programmes which meet outcomes and are suited to the target populations
- Able to advocate and promote the range of projects and the impact they can have
- Identifying funding opportunities to develop and sustain projects
- Finding new ways to reach the most vulnerable and those furthest away from engagement
- Ability to create linkages and see synergies across the service area

### **Other Key Features of the role**

Unsocial hours –evenings and weekends as required

Ability to lift equipment

Physical fitness, ability to demonstrate skills and activity

Ability to get around Swindon

### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	