

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Environment and Communities
POST:	Active Communities and Health Coordinator
GRADE:	Grade 5
RESPONSIBLE TO:	Principal Active Communities and Health Officer

The post holder will require a satisfactory Disclosure and Barring Certificate to the Council

JOB SUMMARY:

To be responsible for the coordination, delivery & monitoring of high-quality support and intervention programmes to a variety of audiences across South Derbyshire.

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for the coordination, delivery and monitoring of Sports Mentoring, Exercise by Referral and Active Futures.
2. To be responsible for the roll out, delivery and monitoring of community based physical activity interventions for specific adult audiences with long term health conditions.
3. To maintain records and conduct evaluation of service delivery as required by project commissioners and external funders.
4. Such other duties as may from time to time be reasonably directed by the unit manager or their representative, commensurate with the experience of the post holder and the grading of the post.

SPECIFIC RESPONSIBILITIES:

1. To coordinate and deliver one-to-one mentoring sessions to young people aged 11-16 who have been referred into the programme, using sport and physical activity as a vehicle for change, in both school and community settings.
2. To set up, coordinate and deliver a range of community based physical activity and development opportunities for those out of employment or experiencing long term health conditions. These opportunities will meet the needs of the community and will be person-centred and may be one-to-one or group based.
3. To engage people in employability skills trainings and opportunities to get people more ready for the workplace.

4. To work with referrers and referral systems to engage suitable individuals in the physical activity projects that you'll be delivering. You'll be communicating with those referred to ensure they understand the opportunity and are suitable for the programme.
5. To support the delivery of an extensive range of community-based programmes within the Active Communities and Health Team.
6. To support the Active Communities and Health team's promotion and advertising of services via various channels (e.g. social media, newsletters, radio, etc.)
7. To be accountable to the project manager for achieving agreed service outcomes, outputs, personal appraisal targets and training in line with requirements.
8. To adopt a flexible approach to ensure all activities are safe and enjoyable and are inclusive.
9. To implement the Council's administrative procedures and safeguarding policies.
10. To be able to use your own initiative and work as part of a team.
11. To ensure health and safety procedures are implemented and recorded as required.
12. To attend any relevant training requirements - for example first aid, safeguarding vulnerable adults and children, mental health first aid, etc.
13. The post holder will be required to work evenings and weekends subject to service demands.
14. Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with the Council's Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget and performance.
15. To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.
16. To support, promote and comply with the Corporate Equality, Diversity and Inclusion Strategy when undertaking the duties of this post.
17. To respect the sensitivity and confidentiality of any information regarding clients/customers in adherence with the Data Protection policies of the Council.
18. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Environment and Community	Service: Active Communities and Health	Job Title: Active Communities and Health Coordinator
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Proven experience of working in at least one of the fields of physical activity, recreation, community sports development and health and exercise.</p> <p>A recognised UKCC Level 2 Qualification in at least one sport, but preferably a range of sports.</p> <p>Experience of delivering programmes and initiatives in partnership with schools, clubs, community groups, partner organisations and volunteers.</p> <p>Experience of delivering to young people and adults with complex needs and behavioural issues.</p> <p>Experience of project coordination and the skills to achieve against key performance indicators.</p> <p>Experience of coordinating externally funded projects.</p> <p>Ability to deliver physical activity sessions to a wide range of audiences.</p>	<p>To hold a current Safeguarding and Protecting Children and a Safeguarding Vulnerable Adults' qualification.</p> <p>Hold a current First Aid qualification.</p> <p>Hold a Level 3 Diploma in Exercise Referral</p> <p>Hold a Level 2 certificate in Fitness Instructing</p> <p>Hold a Level 3 certificate in Personal Training</p> <p>Experience of delivering to and work with participants with disabilities / lifelong medical conditions.</p> <p>To hold a CIMSPA membership at either Practitioner or Management level.</p> <p>Understanding the connection between physical activity and health.</p> <p>Knowledge of key national and local, physical activity and health strategies and how these impact on service delivery.</p>	<p>Application Form</p> <p>Interview</p>

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Experience of working with a range of audiences including young people and adults.</p> <p>Experience of mentoring and to be an excellent role model for participants, enthusing and motivating them in a fun, confident manner.</p> <p>Hold a full clean UK driving license and have access to a vehicle to enable service delivery at different venues.</p> <p>Understand Safeguarding, Health and Safety and Equality protocols and procedures.</p>	<p>Knowledge of key national guidelines for levels of childhood and adult physical activities.</p> <p>Experience of applying for funding.</p> <p>Ability to represent the service area and the Council within the community.</p>	

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	1	<p>Concentrates on achieving goals and objectives through good planning and self-management</p> <p>Completes work on time and to a good standard</p> <p>Accepts personal responsibility for meeting deadlines and targets</p>		Application Form Interview
Communication	2	<p>Ensures that communication is correctly targeted and understood</p> <p>Asks probing questions and listens attentively</p> <p>Is sensitive to the communication needs of others</p>		Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
Creative Thinking	2	<p>Uses new information to offer realistic alternatives</p> <p>Tailors existing approach in order to provide better results</p> <p>Actively contributes ideas and creative thinking</p>		Application Form Interview
Customer Focus	1	<p>Responds to customer queries and requests in a timely manner, providing appropriate information</p> <p>Treats customers politely and respectfully</p> <p>Sees things through and does what they say they will</p>		Application form Interview
Decision Making and Problem Solving	2	<p>Explains things in a clear step by step approach</p> <p>Asks questions to gather information</p> <p>Uses initiative</p>		Application Form Interview
Making Change Work	1	<p>Embraces change</p> <p>Describes the need for change to others</p> <p>Open to new ideas</p>		Application Form Interview
Managing Resources, Projects & Processes	2	<p>Uses own initiative</p> <p>Develops clear and realistic short-term plans</p> <p>Looks for ways to make the most of available resources</p> <p>Contributes to decision making processes</p>		Application Form Interview
Organisational Awareness & Commitment	1	<p>Follows rules and regulations, policies and procedures</p>		Application Form

Competency	Level	Essential	Desirable	How Assessed
		Contributes to the aims and objectives of the Council		
Personal Impact	1	<p>Observes and listens to others</p> <p>Demonstrates appropriate and professional behaviour</p> <p>Seeks out and acts on personal feedback</p>		Application Form Interview
Working Relationships	2	<p>Maintains constructive working relationships with key stakeholders through established structures and mechanisms</p> <p>Pursues positive relationships</p> <p>Maintains contact with individuals and groups to ensure a positive working environment</p> <p>Is a good team player; does his or her share of the work</p>		Application Form Interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Application Form