

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Environment and Communities
POST:	Active Communities and Health Coach x2
CONTRACT:	One-Year Fixed Term, Part Time (18.5 hours)
GRADE:	SCP 6 £26,847 (pro rata)
RESPONSIBLE TO:	Principal Active Communities and Health Officer / Get Active in the Forest Officer

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

JOB SUMMARY:

To be responsible for the delivery & monitoring of high-quality sports, multi-sport, physical activity and health programmes to a variety of audiences across South Derbyshire.

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for leading sports, multi-sport, play, physical activity and health programmes to a variety of audiences across South Derbyshire.
2. To organise and plan activities on a day-to-day basis and be directly involved in delivery of the activities.
3. To maintain records of attendance at sessions and conduct evaluation of the provision on an ongoing basis. To provide written records / plans of activities provided.
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 organise and deliver a range of different physical activities and health and wellbeing-based activities suitable for children and adults, both in community settings and educational settings.
2. To coordinate and lead the delivery of community-based evening provision for young people across the district, providing safe, inclusive and supportive environments through a youth-centred approach (e.g. FNP Youth Project, youth groups and outreach activities).
3. To deliver externally funded programmes as directed (e.g. Walking Football, Live Stronger for Longer, Strictly No Falling, community jogging sessions, etc.)

4. To support delivery of Get Active in the Forest programmes and the coordination of its volunteer workforce (e.g. Walk Derbyshire Walks, Nordic walking, Chair Based Exercise, etc.)
5. To organise and delivery community cycling sessions across the district (e.g. social cycling, learn 2 ride, etc.)
6. To organise and deliver community archery sessions based at Rosliston Forestry Centre.
7. To support the coordination of and lead delivery of holiday programmes during half terms and the summer holidays, as directed by the relevant manager.
8. To support the coordination and delivery of the School Enrichment and Corporate offer.
9. To support the Active Communities and Health team's promotion and advertising of services via various channels (e.g. attending local events, social media, newsletters, radio, etc.)
10. To be accountable to the project manager for achieving agreed service outcomes, outputs, personal appraisal targets and training in line with requirements and aligning with the Get Moving South Derbyshire Active Wellbeing strategy.
11. To adopt a flexible approach to ensure all activities are safe and enjoyable and are inclusive.
12. To implement the Council's administrative procedures and safeguarding policies.
13. To be able to use your own initiative to work alone and as part of a team.
14. To ensure health and safety procedures are implemented and recorded as required.
15. To attend any relevant training requirements - for example first aid, safeguarding vulnerable adults and children, mental health first aid, etc.
16. The post holder will be required to work evenings and weekends subject to service demands.
17. To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.
18. To support, promote and comply with the Corporate Equality, Diversity and Inclusion Strategy when undertaking the duties of this post.
19. To respect the sensitivity and confidentiality of any information regarding clients/customers in adherence with the Data Protection policies of the Council.
20. 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.