



**Melton
Borough
Council**

Job Description

Job Title: Physical Activity Development Officer

Post No:

Grade: Band 7 (£26,873 to £28,770)

Directorate: Housing & Communities

Reports to: Strategic Lead for Healthy & Active Communities

Purpose of the job

To *'inspire more people, to be more active, more often'* through the development, co-ordinate and deliver a range of physical activity and health & wellbeing activities based on need and demand. To engage with various stakeholders to promote physical and mental wellbeing opportunities to residents of the Melton Borough.

Main areas of responsibility

To develop, co-ordinate and promote a range of physical activity opportunities in the community that are accessible residents across the Melton Borough.

To develop, co-ordinate and promote a range of targeted interventions utilising available research, to increase the participation of individuals, groups and communities recognised as having low levels of physical activity.

To co-ordinate and develop a high-quality exercise referral scheme, including implementing policies and procedures, managing instructors, monitoring, and evaluating the scheme, and overseeing/delivering exercise sessions to referred clients from Health Practitioners & through the Physical Activity Pathway Service.

Proactively engage with local key partners, community groups and residents to promote the benefits of regular physical activity and deliver key messages to encourage behaviour change and increased participation.

Respond to and follow up on customer enquiries through post, phone, email and face to face in line with service standards set for the area.

To recruit and supervise a team of coaches/instructors/casual staff and volunteers to deliver a range of physical activity opportunities in the district.

Identify, develop and review training opportunities for instructors, casual staff, coaches and volunteers to ensure that they have the necessary knowledge and qualifications to meet local need and demand.

To produce marketing and promotion material of local physical activity opportunities, utilising appropriate methods i.e. social media, website.

Assist with managing and monitoring income and expenditure, including the collection and banking of monies, fees and raising orders/invoicing.

Maintain database of participants, coaches, and other groups as appropriate, ensuring accurate registers of attendance are maintained along with collection of pre & post data.

Monitor and report on information/activities relevant to the service area and provide relevant information i.e. reports, case studies to management and Active Together.

Attend meetings as required, with the community and the wider Physical Activity Network to discuss joint initiatives, sharing resources, training of volunteers etc.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures. The post holder maybe required to work evenings and weekends as and when required.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands, or convictions and to update your manager of any changes to your status while employed.



Person Specification

Job specific skills

- Knowledge and understanding on the practical application of developing, coordinating, and promoting physical activity programmes in a community environment.
- Understands the principals of undertaking monitoring and evaluation of physical activity, health and wellbeing programmes, with previous track record of analysing the impact.

IT and communication skills

- Good report writing and presentation skills, being able to deliver to all levels of the organisation including Members and other external organisations.
- Excellent communication and inter-personal skills alongside technical expertise to negotiate, establish and support complex partnerships and networks.

Management ability

- A depth and breadth of management experience and knowledge of working in a dynamic environment with high level of personal motivation.
- Clear, innovative, and imaginative thinking to solve problems and support development of the service.
- Comfortable and experience in managing a team of instructors, leaders, and volunteers.

Personal motivation

- Confident working both in a team and independently.
- Flexible attitude and able to work under pressure. Ability to take initiative and work autonomously within the boundaries of the role.
- Self-driven and results orientated with a positive outlook and clear focus on service improvements and customer excellence.
- Ability to motivate and inspire individuals to create and achieve their goals.

General

- Understanding of and commitment to Health and Safety legislation and guidance.
- Excellent working knowledge of Microsoft Office suite applications.

Qualifications

- Educated to the equivalent of degree level or the ability to demonstrate equivalent.
- Hold a valid full UK driving licence.
- Desirable to have an Exercise Referral Qualification
 - Level 2/3 exercise, fitness or sports coaching qualification i.e. Personal Training