Job Description

Service:	One Leisure Active Lifestyles
Job title:	Active Lifestyles Officer
Grade:	D
Hours of work:	37 hours
Responsible to:	Health & Wellbeing Manager
Responsible for:	No members of staff
Direct reports:	None
Indirect reports:	None
Budget:	N/A

Purpose of Post:

The purpose of the post is to support and enable people to be more active and improve their health and wellbeing.

Core duties include delivering tailored physical activity programmes to inactive people, both children and adults. This will include residents within care homes, residential settings, schools and various community spaces throughout Huntingdonshire, including One Leisure sites.

We want to increase the percentage of the population in Huntingdonshire achieving national physical activity guidelines.

SPECIFIC FOCUS:

- Deliver sport and physical activity schemes across the district in accordance with relevant NICE or subsequent national guidance.
  This will include
  - delivering group exercise and sport sessions either in the leisure centre, community venues, schools or care homes.
  - administration (IT based, and paper based), monitoring and evaluation

Key Deliverables:

1. To organise, lead, develop, support, and deliver inclusive and sustainable activity programmes
2. To be responsible for: the safe delivery of activities; following procedures regarding the safety of participants (including less mobile and disabled

people); and the supervision of HDC equipment and property at a wide range of sites including non-HDC operated sites

3. To offer information, advice and guidance to individuals and organisations on exercise and physical activity issues particularly in relation to people with long term health conditions or those requiring additional support to exercise.
4. To work in partnership with key statutory organisations, voluntary organisations and community groups including General Practitioners, PCNs (Primary Care Networks), Hospital Trusts, Occupational Therapists, Practice Nurses, Physiotherapists, Schools, Parish Councils, One Leisure Facilities and Living Better (County Sports Partnership) to improve and influence the quality and quantity of physical activity opportunities in the district.
5. To ensure all administration, monitoring and evaluation is completed fully and accurately within deadlines and in accordance with corporate performance management systems, national guidance, and partner requirements.
6. To ensure all activities adhere to Council policies and procedures including Health and Safety, Safeguarding, Privacy and Equal Opportunities.
7. To assist the Active Lifestyles Team to be the best it can be including supporting others, working collaboratively, and ensure that customers are at the heart of all our thinking.
8. To promote and market all opportunities for physical activity including the use of the website, news releases, events, print, social media, case studies, social marketing, and other promotional tools as appropriate and in accordance with the service marketing plan.
9. To ensure activities and programmes are delivered within set budgets and within agreed deadlines.
10. To represent the Service through attendance and participation at local, county, and regional multi-agency events and meetings to contribute to the work of the Service.
11. To assist the Active Lifestyles Management Team with the development, delivery, support, and implementation of all programmes within the Active Lifestyles Service Plan.
12. To carry out day to day procedures including taking registers, the collection of fees (where applicable) and equipment checks to ensure the safe operation of activities
13. To perform such other duties from time to time as may be reasonably required.

Special Conditions

- The hours of work will be flexible and will include weekdays, evenings, weekends and occasionally Bank Holidays. At the Active Lifestyles Management team's discretion hours may be varied to meet the changing demands of the service.
- The post holder will be required to wear a uniform provided by the Council.
- The post holder may be required to complete an enhanced Criminal Records check.

- The post holder will require access to a vehicle and a current valid driving licence with appropriate business insurance.
- Qualifications should be current and would be eligible to be accepted as an entry Level 3 award on the National Qualifications Framework (NQF, CIMSPA or equivalent)
- The post holder will be required to undertake further education as part of the role including first aid, and other relevant level 2, 3 or 4 exercise qualifications.
- Maintain current NOP qualifications (e.g. first aid / safeguarding)
- This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

Knowledge and Qualifications **(E) – Essential** **(D) – Desirable**	A minimum of 2 A Levels or equivalent. **(E)** Level 2 gym instructor or exercise to music qualification **(E)** Other level 2 or 3 exercise qualifications (e.g., aqua, spin, Pilates, football coaching etc.) (**D**) Exercise for Older People/Special Populations Certification (e.g. OTAGO/Chair Based/Postural Stability or similar) **(D)** A variety of National Governing Body sports specific qualifications level 1 and/or 2 or equivalent. **(D)** An understanding of the barriers to regular participation in sport or physical activity to the population as a whole **(E)** Thorough proven knowledge of the health benefits and potential implications of physical activity in relation to: • primary and secondary prevention of medical conditions • older adults. **(E)**
Experience	Able to demonstrate significant proven experience of working in a physical activity or fitness environment with an emphasis on improving health & wellbeing. **(E)**

	A proven record of delivering high quality, safe and effective exercise prescription both within a group setting. **(E)** Experience of working unsupervised and using own initiative. **(E)** Experience of working with a range of different targeted user groups when delivering sport and physical activity. **(E)** Experience of working with groups of people with multiple co-morbidities **(D)**
Skills and Abilities	Evidence of working as part of a team **(E)** Ability to work unsupervised and to use own initiative to make decisions in an effective and efficient manner **(E)** Good organisational skills to enable you to deal effectively and efficiently with a wide range of programmes, issues, and enquiries. **(E)** Strong IT skills (MS Teams, Outlook, Microsoft applications and more). **(E)** Experience of developing and promoting new and existing activities and services to gain maximum participation. **(D)**
Decision making and Impact on others	Although working in a framework some degree of making judgements will be necessary, particularly in relation to service delivery issues Staff are working at various sites without immediate supervision or line management therefore decisions must be taken routinely regarding the safe operation of activities e.g. ratios of staff to participants, unsafe equipment etc Staff working at community venues may be required to be a key holder, handle payments and be prepared to lone work.

Communication with Internal and External Customers	Must be confident in communicating with customers. Representing the Active Lifestyles team in a professional and polite manner Internal customer contact 20% External customer contact 80%
Personal attributes & other requirements	Ability to travel throughout the District - Current valid driving license and use of a vehicle. A flexible approach to working hours – mornings, evenings and occasional weekends. A commitment to providing equal opportunities Confident to deal with clients/participants presenting with a vast array of complex medical conditions and functional abilities.
HDC values	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. **Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers matters to us all. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs. **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always

	ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how they have promoted ‘best practice’
- Shows a personal commitment to safeguarding children