

JOB DESCRIPTION

POST TITLE **Active Lifestyles Officer**
GRADE **NS 7**
DATE **September 2023**

The postholder will require an Enhanced Disclosure from the DBS

RESPONSIBLE TO Active4Today Management

LIAISON WITH Existing and potential customers, partners, Public Health, GP's, hospital staff, suppliers, agency staff, businesses, and employers, Active4Today staff and colleagues

PURPOSE OF JOB To raise the profile of active lifestyles across the district, encouraging and promoting the facilities and activities available at Active4Today sites and Southwell Leisure Centre.

MAIN DUTIES & RESPONSIBILITIES:

1. To increase the participation and visits of specific target groups at all sites and sports development activities.
2. To work with partners using national and local campaigns and develop new initiatives to increase physical activity levels.
3. To support and deliver activities to groups with specialist health conditions to rehabilitate and increase their physical activity participation.
4. To develop, deliver, promote and signpost people to exercise opportunities and events such as walking groups, health days and other leisure and recreation activity.
5. To work with district based organisations to introduce and develop a range of activities to encourage healthy lifestyles for their workforce, promoting the corporate wellbeing offer and memberships.
6. To establish and support sustainable groups in order to increase physical activity levels of Newark and Sherwood residents.
7. To maintain, update and improve qualifications through Continuing Professional Development (CPD) training, workshops, further coach education courses and membership to professional bodies as required by the post.
8. Be aware of health and safety regulations such as Health and Safety at Work Act 1974, COSHH and Manual Handling
9. To support the aims and performance measures of the Company
10. Ensure compliance with the Company policies, procedures, standards and regulations.
11. Undertake such other duties as may be appropriate to achieve the objectives of the post or assist the Company in the fulfilment of its objectives and commensurate with the postholders salary, grade, abilities and aptitudes.
12. Report any faults to line managers and Active4Today Board as required.

Active4Today Ltd

Special Features

1. A uniform is provided and must be worn.
 2. Once obtained qualification must be kept up to date
 3. Discounted access to the Company Activo/Xperience membership packages
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HEALTH AND SAFETY

You will uphold the Company Health and Safety Policy and amendments made thereto by the Company and comply with all relevant health and safety legislation.

RISK MANAGEMENT

Active4Today is committed to the effective management of risk. It is the responsibility of all employees to carryout their duties and responsibilities with adequate regard for risk management, as outlined within the Company Risk Management Strategy and Policy.

SAFEGUARDING

The Company has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of Active4Today, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

EQUAL OPPORTUNITIES

You will uphold the Company Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of any individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Company will expect this Job Description to be subject to revision.

Active4Today and Southwell Leisure Centre Trustees are committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder Date

PERSON SPECIFICATION

POST TITLE **Active Lifestyle Officer**
DATE **September 2023**

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>ESSENTIAL: NVQ Level 3, Health and Fitness related, RSA Exercise to Music, Fitness Instructor or equivalent</p> <p>ESSENTIAL: Exercise Referral qualification</p> <p>ESSENTIAL: First Aid at Work Certificate</p> <p>DESIRABLE: Seated Exercise qualification</p> <p>DESIRABLE: Otago</p> <p>DESIRABLE: Postural Stability Instructor</p> <p>DESIRABLE: Degree in Sport, Leisure or Recreation</p> <p>DESIRABLE: British Association of Cardiac Rehab BACR Award</p>	All application form
JOB RELATED SKILLS	<p>ESSENTIAL: IT skills including Microsoft Word, Excel, Publisher and website design and development</p> <p>ESSENTIAL: Knowledge and awareness of the barriers and potential solutions for participation in sport and physical activity for target minority groups</p> <p>ESSENTIAL: The ability to prepare reports for management and partners</p> <p>ESSENTIAL: An understanding of the health promotion and corporate wellbeing including national initiatives</p> <p>ESSENTIAL: Experience of working with a range of local voluntary, private and statutory organisations</p> <p>DESIRABLE: Awareness of effective marketing and promotion</p> <p>DESIRABLE: Awareness of health inequalities and issues</p>	<p>Application form</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
PERSONAL ATTRIBUTES	<p>ESSENTIAL: Ability to:</p> <p>Communicate verbally and in writing to senior officers or organisations</p> <p>To work unsupervised</p> <p>To work as an effective team member</p> <p>To use initiative to achieve tasks</p> <p>To work in challenging situations and to tight deadlines</p> <p>ESSENTIAL: Enthusiasm and a willingness to tackle a wide variety of tasks</p>	All assessed on application form, interview and references
WORK CIRCUMSTANCE	<p>ESSENTIAL: To be available to work out of hours on departmental special events and promotions</p> <p>ESSENTIAL: To be flexible on working hours</p>	All application form

	ESSENTIAL: Must be able to travel within the District.	
INTERESTS	ESSENTIAL: A genuine interest in sport, leisure and physical activity	Assessed on application form, interview and references
WORK CIRCUMSTANCE	ESSENTIAL: Able to work flexible hours, weekends and evenings	Interview

The Company operates a No Smoking Policy

N.B. The above specification defines the minimum essential requirements of the job, but Active4Today will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short listing stage.