

 Places for People					
ROLE PROFILE					
Role Title	Healthy Communities Co-ordinator	Reports to	Contract Healthy Communities Manager/ General Manager / Contract Manager	Location/ Agile	On site
Business Area	Places Leisure	Department	Operations	Date created	
Role purpose	Ensure that a defined Healthy Community project/programme runs in line with best practice and meet mutually agreed KPI's				

Key accountabilities and decision ownership [max 8]:	
1	Ensure the team fully understand the scope of the project/programme; Funding, KPIs (key performance indicators), outputs and outcomes and wider impact on our communities.
2	Effectively and professionally complete any admin tasks relating to the project/programme
3	Ensure adequate resources are in place and coordinated to deliver the project/programme to the highest standards. Raising any concerns with Line Manager
4	Ensure the project/programme are delivered in line with the plan agreed upon by Contract Healthy Communities Manager
5	Ensure that the impact of the project/programme is fully captured with guidance from the Area Healthy communities manager
6	Coordination of Healthy Communities Instructors
7	To deliver dynamic, fun and impactful Healthy Communities sessions
8	Engage with key health and wellbeing partner groups related to Active Partnerships, the NHS, the Local Authority, VCSE etc. Driving collaboration opportunities.

Skills, knowledge, experience and background checking		
Essential:		
1	Passion for improving the health of the local community and some awareness of local sports/ health landscape	
2	Proficient in MS tools	
3	Experience managing data and communicating to a range of audiences.	
4	Qualifications/ experience relating to the specific project/programme to be managed.	
Preferred:(max 3)		
1	Experience delivering projects within set time frames and within budgets	
2	Experience working within community development, Public Health, Health or Leisure settings	
3	Qualifications/ experience relating to the specific project/programme to be managed.	
Criminal Record Check Requirement		
BASIC DBS CHECK	STANDARD DBS CHECK	ENHANCED DBS CHECK WITH BARRING

This Job Description outlines key accountabilities – all employees are expected to be flexible regarding their accountabilities and may from time to time be asked to carry out other duties to ensure achievement of company targets. All colleagues working on behalf of Places for People have a duty to promote the welfare and safety of children, young people, and adults in the work they do, the activities they supervise and the

interactions they have with colleagues. They have a duty to immediately report any witnessed or suspected abuse in line with this policy and procedure. All colleagues should: follow Places for People's safeguarding policy and procedures; remain vigilant, recognise, and report any sign/risk of or incidence of abuse or neglect; and report concerns of harm or poor practice that may lead to abuse or neglect.