**BRIGHTON & HOVE CITY COUNCIL JIN 1577bm2**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Active For Life Sport and Physical Activity Worker** |
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| **REPORTS TO:** | **Active for Life Manager** |
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| **DEPARTMENT:** | **Health and Adult Social Care** |
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| **SECTION:** | **Public Health / Healthy Lifestyles Team** |

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**PURPOSE OF JOB**

To work in partnership to co-ordinate, develop and deliver initiatives supporting behaviour change to increase levels of physical activity and targeting the least active groups to improve the health and social wellbeing of residents.

To promote sport and physical activity opportunities, Public Health Campaigns and the benefits of leading an active lifestyle.

**PRINCIPAL ACCOUNTABILITIES**

1. To carry out mapping exercises to review resources and existing sports and physical activity opportunities within targeted areas as required.
2. Consult with targeted groups and partner agencies to ensure that physical activity intervention programmes meets the diverse demands of individuals and the community.
3. Co-ordinate, and deliver a wide range of weekly accessible sports and physical activity programmes and events targeting the least active groups and individuals.
4. Establish links and develop partnerships with clubs, schools, community groups and other service providers to enhance and sustain programmes.
5. Provide advice, supervision, support and training to build capacity in other workers, casual sports assistants, volunteers, residents and schools/community groups and also support targeted groups to increase physical activity levels.
6. Ensure activities and events are delivered within allocated budget, collect and account for income received from participants and negotiate with partners and community groups to secure additional funding and resources.
7. Provide funding advice and support to clubs and groups and source external funding to develop and sustain sports and physical activity opportunities.
8. Maintain accurate records and input participation data to monitor and evaluate the project and provide reports and case studies as required by the Council and partners.
9. Ensure promotional materials are produced in a variety of formats in line with Council guidelines, to promote sports and active living opportunities to increase awareness and promote healthy lifestyles.
10. Recruit, motivate, train and supervise casual sports assistants, sessional coaches, volunteers, students and sports leaders to maintain an effective workforce and deliver a high quality and safe service.
11. To provide information and advice to individuals and groups and signposting to other support services where relevant. To attend events and meetings in order to promote opportunities to be more active and lead healthier lifestyles.
12. To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:-

* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained

**Equalities**

To uphold and carry out the duties of the post with due regard to the City Council’s Fair & Inclusive Action Plan.

**General**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**BRIGHTON & HOVE CITY COUNCIL**

PERSON SPECIFICATION

**JOB TITLE: Active for Life Project Officer**

**DEPARTMENT: Public Health**

**SECTION: Healthy Lifestyles Team**

ESSENTIAL CRITERIA

**Job Related Education, Qualifications & Knowledge**

* Sport/Fitness/Dance/Physical Activity Related qualification (Level 2 Minimum)
* Knowledge and understanding of the field sport/physical activity in relation to health and wellbeing
* An understanding of the needs of diverse and disadvantaged communities.
* Knowledge and understanding of project planning and delivery including Health & Safety and Risk Assessment procedures.
* Knowledge and understanding of behaviour change

**Experience**

* Experience and understanding of coordinating and supporting sport or physical activity opportunities for least active people from a wide range of backgrounds, experience and needs
* Experience of organising activities in partnership with other organisations and stakeholders
* Experience of monitoring and evaluation systems and procedures.

**Skills/Abilities**

* Able to work proactively and effectively without direct supervision.
* Exhibit excellent inter-personal skills, including the ability to communicate clearly and effectively with a range of individuals and organisations verbally and in writing.
* Able to coordinate, deliver and develop sports activity sessions.
* Work flexibility and able to work as part of a team.
* Able to operate Microsoft Office applications and web-based database systems to monitor evaluate and report upon programmes.
* Ability to motivate and supervise volunteers, staff and students.
* Excellent organisation and time management skills and the ability to multi-task.

**Equalities**

* To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Inclusive Council Policy.

**Other Requirements**

* Ability to work flexible hours including weekends and evenings.
* Ability to travel in and around Brighton and Hove with sports equipment and promotional equipment..
* Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training.
* Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks.