

**P4W Walk – Health Walk Manager**

**Job Description and Person Specification**

**Hours:** Full-time 35 hours per week

**Duration:** Permanent

**Salary:** £23,000 plus NEST pension

**Location:** Inverness with flexibility for some home working

**Job Context:**

P4W Walk works to create and sustain healthy communities by supporting the delivery of local, volunteer led health-walks via 17 walking groups located in the eastern part of the Highlands. The groups walk locally each week supported by volunteers who give up their time to lead and enthuse the walkers.

We believe that by offering people the opportunity to undertake a regular, local, led walk in the company of others we can not only support individuals to safeguard their own health but we also offer social opportunities and help to break down social isolation and loneliness in a very positive and empowering way.

A key focus of health-walking is supporting people who are currently living a sedentary life into more active lifestyles – we have recently developed our work to actively support people with dementia and their carers. We have now secured funding to further encourage weekly walkers to become active travellers too by replacing regular car journeys with walking and cycling.

We are seeking to recruit an enthusiastic and motivated new Health-Walks Manager to lead this work which sits within the Partnerships for Wellbeing Charity based in Inverness. Working with office-based colleagues and our large team of volunteer health-walk leaders you will share your enthusiasm for active happy healthy lifestyles with new walkers and volunteers alike. You will engage with partners and stakeholders to support the ongoing development of health-walks and build on the work of this well-established but evolving project.

**Main duties and responsibilities:**

* Work closely with P4W’s health-walk groups/volunteers, attend health-walk locations and encourage greater entry level participation in the walks
* Encourage the dementia-friendly ethos among the health-walk groups and volunteer walk leaders
* Support a positive approach to active travel among the groups helping to achieve project targets
* Establish and maintain effective working relationships with colleagues, volunteers and walk participants
* Support the development of existing health-walk groups along with new ones as appropriate and undertake regular networking in the area to promote health-walks to a range of stakeholders
* Support groups to identify new volunteer health-walk leaders and deliver training to volunteers
* Ensure all health-walk groups adhere to P4W policies and procedures and encourage health-walk groups own fundraising events
* Perform the relevant administrative requirements of the role supported by P4W admin staff – including the collection of data; reports for the P4W Manager/Board of Trustees/funders; maintenance of the P4W Walk database to enable accurate reporting of activities and support fundraising
* Co-ordinate two meetings of the P4W Walk Steering Group each year
* Attendance at meetings and delivering promotional events as required
* Production of P4W Walk promotional materials, website updates and social media activities
* Undertake all other relevant P4W Walk duties and other activities across the organisation as agreed with the P4W Manager

**Person Specification**

**Essential**

* Flexible ‘can do’ approach to handling a diverse workload
* Experience of community development work within a health and wellbeing setting
* Ability to work on own initiative, pro-actively and as part of a team
* Experience of delivering presentations and training to adults
* Experience of working with and developing volunteers
* Good organisational and admin skills
* Good IT skills with experience and ability to make full use of Microsoft Office
* Experience of updating and producing material for websites and social media
* Knowledge of evaluating and reporting on externally funded projects including the use of data
* A high standard of oral and written communication skills - excellent interpersonal skills with the ability to influence, co-operate and work effectively with a range of stakeholders
* Ability to work to agreed, and sometimes tight deadlines
* A full driving licence and access to a vehicle

**Desirable**

* Knowledge and experience of the voluntary sector
* Knowledge of outdoor health-related activities
* Appreciation of walking and its impact on health and wellbeing