



## Job description- Training and Programmes Coordinator

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Post: 0.5 (Part time)

Hour per week: 16

Salary: £25,000 - £28,000 (£12,500 - £14,000 pro rata)

Contract term: 1 year (extension subject to funding)

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### Background

Actify provides training and technology designed to help organisations and individuals achieve a range of outcomes through sport and physical activity.

We develop and deliver training programmes that support and enable staff and volunteers to plan, deliver and evaluate person centred, outcome focused approaches for a range of audiences.

Our technology work centres round the Actify platform, a bespoke piece of technology that helps organisations: 1) share information, guidance and activity ideas with a broad range of audiences; 2) manage their training and programme materials and resources.

To support the adoption and use of the platform, we also help organisations develop their digital skills and produce digital content.

Our two core areas of work, training and technology, are supported by ongoing engagement work that ensures:

- our audiences understand who we are and how we can help them;
- we understand their needs, demands and interests and can develop products and services that align;

As a social enterprise we are focused on working towards long term social change and equality, with all profit being reinvested in achieving our mission and not landing in shareholders pockets. This doesn't mean we aren't a serious business, we are entirely focused on being the absolute best and most efficient we can be, it just means that all those involved in the company are doing something excellent and helping make the world a slightly better place.

The role

# A C T I F Y

The Training and Programmes Coordinator is a new role that will be responsible for the ongoing development and delivery of our existing and new training programmes. This will require an energetic person who is motivated to work within a small but growing team, to deliver existing programmes to a high standard, and get involved with the overall development of what is a unique and ever evolving company.

We currently run two training programmes; Active Play and the Thrive Learning Programme.

Active Play is an outdoor play programme designed to increase children's levels of physical activity and improve physical literacy. It has been developed in partnership with Inspiring Scotland, is delivered by play charities across the country and has been researched by academics at the University of Strathclyde. Since its inception back in 2012 the programme has been thoroughly tested and evaluated with excellent results showing evidence of progress towards a number of important outcomes for children.

The Thrive Learning Programme helps practitioners understand more about how to use physical activity or sport to achieve a range of outcomes. The Learning Programme has three modules, PLAN, DO and REVIEW, each of which involves a day of training, some work-based learning and online follow up discussions. We are also in the process of developing a 'lite' version of the programme that is more flexible and can be completed online.

The Training and Programmes Coordinator will work closely with Actify management to ensure that our existing programmes are delivered on time, on budget and to the highest standards possible. They will also support the development of new training programmes and the processes of securing funding and contracts.

A full summary of duties involved across the areas of the business are detailed below.

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What does the role involve?

Training sessions and workshops

- Planning, delivery and evaluation of training sessions and workshops on physical activity and programme management related topics for practitioners.
- Working with colleagues to facilitate workshops that help clients to adopt and make best use of the Actify platform
- Source and manage external trainers as required to support the delivery of projects
- Develop new training and workshop material with colleagues and partners

Programme management

- Work with the Actify management to ensure that all programmes are delivered on

time and budget

- Develop and maintain excellent working relationships with clients and partners
- Undertake a range of administrative duties that support programme management
- Gather and analyse evaluation data that can inform learning and development
- Liaise with Actify management to ensure that our Training, Technology and Engagement work is well connected.

## Programme development

- Work with management to increase reach and impact of existing programmes
- Support and contribute to the development of new programmes
- Support and manage programme staff as and when required.

## Content Development

- Assess the need for new content and materials within programmes and work with the content teams to create new content plans
- Work with colleagues to produce new digital materials on a range of physical activity topics as required.

## Engagement

- Work closely with management to implement our engagement plans and activities
- Work closely with digital colleagues to make best use of digital content in social media and digital marketing campaign

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## What skills and experience will you have?

Essential skills and experience:

- Educated to HND/degree level
- Experience of developing and delivering workshops/ training sessions
- A passion for helping people achieve outcomes through sport and physical activity
- Experience of delivering and/or coordinating sports/ physical activity programmes
- Excellent interpersonal and communication skills
- Experience of working closely with clients and partners
- Experience of evaluation and applying learning
- A keen eye for detail
- Be flexible in your approach to work
- A willingness to explore and develop for new approaches
- Excellent organisational skills
- Excellent administration and IT skills (word processing, spreadsheets, cloud based email, calendar and contacts)

# ACTIFY

- Be prepared to undergo a PVG check if required

Desirable skills and experience:

- An interest in digital technology and its applications
  - Experience of working remotely and managing your own workload
  - Knowledge of digital media
  - Hold a clean drivers licence
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The Actify base is in Glasgow city centre however we have been working remotely during the pandemic and will continue to make this part of our approach to work. When Covid-19 guidance permits, you will be out and about on a regular basis working with clients and delivering training sessions.

Benefits include:

- Competitive package
  - We encourage employees to maintain a good work life balance and our full time roles are now 32 hours per week. This role is aligned to this with a 0.5 post being 16 hours a week.
  - 15 days annual holiday (including bank holidays)
  - Pension scheme with 3% employers contribution
  - Flexible working
  - Working as part of a small and dynamic team
  - Working on a diverse and interesting range of projects
  - Helping to improve health and wellbeing of the population
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How to apply

Please submit a covering letter and CV to [jobs@actify.org.uk](mailto:jobs@actify.org.uk) by 12noon on Monday the 17th of August.

Interviews are scheduled for the week commencing the 24th of August and will involve competency based questions and a training related task.

The details of the interviews will be confirmed nearer the time and will be conducted in person if guidance allows.