

POST:	Physical Activity Coordinator
RESPONSIBLE TO:	Tasting Change Coordinator
CONTRACT:	32 hours per week
SALARY:	Pro-rata £26,104 plus 3% contribution to pension scheme
LOCATION:	Wester Hailes Healthy Living Centre although due to current situation, candidates should be prepared to work from home initially

1 PURPOSE OF JOB

- To manage a physical activity programme designed to support people improve their health and identify and achieve their health goals using a community development approach.
- Manage caseload of clients and develop individualised care plans whilst working as part of a multi-disciplinary team.

2 MAIN RESPONSIBILITIES

Key Tasks

- 1 To promote physical activity as means of improving health and wellbeing for those living in South West Edinburgh.
- 2 To design and implement physical activity programmes and initiatives designed to improve health and wellbeing.
- 3 Assess client needs through a holistic needs assessment (HNA) and create a tailored care plan for each client which may include any or all of the services available within The Health Agency (e.g., physical activity, 1:1 support, specialist complementary therapies, counselling services, group work programme, healthy eating advice & cooking courses).
- 4 To deliver initiatives in partnership with other agencies as appropriate and encourage or support local organisations to incorporate / promote physical activity into existing services.
- 5 To work with local organisations to increase physical activity participation of clients and identify new innovative ways of increasing physical activity provision of local organisations.
- 6 To ensure that quality standards are met through ongoing monitoring and evaluation.
- 7 To develop appropriate marketing publicity and provide information about the project to promote key physical activity messages.
- 8 To set up and co-ordinate peer support and groupwork programmes to promote long term behaviour change.

Managerial Responsibilities

- 1 Promote the service to potential clients, GP surgeries, NHS personnel, local and national agencies and explore opportunities for physical activity promotion and collaboration.
- 2 Assist with fundraising and with funding applications.
- 3 To recruit and support volunteers to facilitate physical activity programmes, including Walk Leaders.
- 4 To recruit and support sessional staff delivering physical activity programmes.
- 5 Management of any physical activity student placements, helping to train, supervise & write up reports.

- 6 Implement, and evaluate new initiatives to enhance service provision in accordance with client needs.
- 7 Maintain adequate client records and produce quarterly reports of work undertaken, including qualitative and quantitative data.
- 8 Contribute to the development of the service, including impact assessment measures to ensure high quality service delivery. This may include representing the service on internal and external working groups.

Education and Training

- 1 Deliver training for volunteers and students where appropriate.
- 2 Participate in research and evaluation.
- 3 Undertake appropriate education and training to retain and enhance own skills.
- 4 Promote inclusive practice, ensuring diversity and equal opportunities.

1 OTHER DUTIES

- 1 Participate in effective teamwork and establish good channels of communication with other organisations and stakeholders; where appropriate presenting to residents and/or professionals.
- 2 Be an advocate for the service, participating in campaigns to publicise and raise awareness of The Health Agency.
- 3 Creation and scheduling of social media content.
- 4 Any other reasonable duties as deemed necessary.

2 ADDITIONAL NOTES

The duties of the post may occasionally require some evening or weekend working. The post is subject to a 4-month probationary period.

PVG Scheme Membership, a Right to Work in the UK check and proof of qualifications declared on the application form are required.