

## **PHYSICAL ACTIVITY COORDINATOR**

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

#### Essential

- 1 Extensive experience in a relevant field (community education or physical activity in health).
- 2 Experience of and ability to work with and understand the concerns and needs of vulnerable people to support self-management and improve health and wellbeing using a community development approach.
- 3 Experience of delivering a physical activity service for people affected by a range of health conditions.
- 4 Effective oral and written communication skills.
- 5 An understanding of the needs of minority & vulnerable groups.
- 6 Ability to take responsibility for own workload, plan, and complete tasks without supervision, prioritise and manage time effectively.
- 7 Experience of working or volunteering in a third sector organisation or health/wellbeing setting.
- 8 Ability to use IT in the provision and recording of advice, i.e. data input, knowledge of spreadsheets. Open to using technology and flexible ways of working.
- 9 Ability to build and maintain strong working relationships with a range of internal and external stakeholders.
- 10 Strong understanding of the challenges of people living in areas of deprivation in relation to health and wellbeing.

#### Desirable

- 1 Motivational interviewing experience.
- 2 Knowledge of health care systems and referral pathways.
- 3 Involvement in project management and setting up new physical activity services.
- 4 Recent NHS or health and social care experience.
- 5 Ability to source and evaluate a comprehensive range of health information.
- 6 Experience of recruiting, managing, and supporting volunteer and sessional workers.
- 7 Ability to network and promote the service to both service users & professionals.

### **APTITUDES**

#### Essential

- 1 Dynamic, motivated and innovative.
- 2 Calm and confident with the ability to deal with complex and emotional situations.
- 3 Compassionate & empathic manner.
- 4 High level of discretion and confidentiality.
- 5 An understanding of and commitment to equal opportunities.
- 6 A commitment to the aims and principles of the organisation.
- 7 Willingness to be flexible in adapting to the organisation's needs.
- 8 Commitment to personal & professional development.