

Job Profile

Position Details	
Post	Physical Activity Officer
Service Area	Commercial and Operations, Commissioning and Client Services, Active Communities
Reports to	Active Travel & Health Manager
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<p>Reporting to the Active Travel and Health Manager, you will focus on increasing participation in physical activity and sport across the borough. Working to contribute to the achievement of Priority 1, Priority 2 and Priority 3 of the Council's Corporate Plan. This will include: working with the community and schools to increase physical activity and sports opportunities, working to ensure sustainable sports clubs through a variety of means, developing volunteering within the physical activity and sports context. The headline KPI for the service is to increase physical activity by at least 1% per annum.</p> <ol style="list-style-type: none"> 1. To manage relationships with all community and internal partners to ensure the ongoing sustainable development of physical activity and sport in the borough 2. To develop and lead projects with partners to provide worthwhile physical activity and sports opportunities to residents which support the Council's corporate priorities and will attract external funding/support 3. To lead and deliver specific projects to increase physical activity and sports opportunities e.g. Satellite Clubs 4. Work with appropriate partners, for example tenants of park facilities to promote and develop local multi-sport activity centres 5. To develop effective working relationships with managers and officers across all services throughout the council and with external agencies, including associated Sports' National Governing Bodies, Regional Development Officers, Active Travel, Public Health, Youth and Children Services, (including schools).

Main Responsibilities

1. Lead and nurture relationships to enable partners and stakeholders to provide physical activity (including active travel) and sports opportunities
2. Provide advice to community and internal partners in a timely and cost effective manner e.g. regular newsletter, website etc
3. To assist in the development of physical activity and sport policy
4. To lead and enable community events which will contribute to increases in physical activity
5. To manage projects to transfer assets such as changing pavilions etc to recognised community groups and to assist with larger asset transfer projects.

Club/Coach Development

6. To enable sports clubs to achieve club accreditation (e.g. Clubmark) through forums and the delivery of workshops
7. To encourage clubs to apply for external funding and provide support
8. To identify the needs and increase the numbers of sports coaches and volunteers across the Borough
9. To lead on the development of volunteer training within a physical activity and sport context

Programme Development

10. In line with strategic aims and generally in partnership identify and develop programmes of sport and physical activity
11. Seek funding from a range of sources for programmes of activity e.g. Sportivate
12. Develop budgets for physical activity and sport projects and ensure overall budgetary control of these projects
13. Assist the Commissioning and Client Team to commission activity to reduce health inequalities and increase community resilience through improving physical activity rates.
14. Work with commissioners in the Council, CCG and other appropriate bodies to leverage funding into the borough to increase physical activity and sports participation

Administration and Research

15. To collect and analyse data as and when required
16. To carry out research around physical activity and sport and effectively transfer findings to a Haringey context
17. Update the physical activity and sports pages of the website as required
18. To develop and implement administration systems

Generic Responsibilities

1. To consistently promote and apply the Council's Equality and Diversity standards, and to ensure that this is demonstrated and maintained throughout all areas of responsibility
2. To work as part of a team to deliver the business and service's key performance indicators and outcomes
3. To develop own skills and capabilities through performance appraisals, including participation in assessment and review of competencies, setting and monitoring of progress on objectives and personal development plans
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences <ul style="list-style-type: none"> • A minimum of 3 years experience in leisure or a related field • Ability to work unsocial hours including evenings, weekends, and bank holidays 	Essential

<ul style="list-style-type: none"> • Good IT skills 	Essential
<ul style="list-style-type: none"> • Ability to produce written reports to a good standard 	Essential
<ul style="list-style-type: none"> • Ability to develop and maintain effective working relationships with a range of agencies/partner services (including internal partners) to develop physical activity and sport 	Essential
<ul style="list-style-type: none"> • Experience at consulting with community groups 	
<ul style="list-style-type: none"> • Ability to act as an advocate for increasing physical activity levels amongst residents 	Essential
<ul style="list-style-type: none"> • Experience at promoting/marketing sport and physical activity programmes 	Essential
<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines 	
<ul style="list-style-type: none"> • Effective verbal, written and electronic communication skills 	Essential
<ul style="list-style-type: none"> • Ability to secure external funding and be responsible for monitoring arrangements 	Essential
<ul style="list-style-type: none"> • Ability to manage budgets 	Essential
<ul style="list-style-type: none"> • Ability to negotiate with a range of partners including suppliers on the Council's Sports Coaching Services Framework to achieve best value 	Essential
<ul style="list-style-type: none"> • Ability to work on own initiative 	Essential
<ul style="list-style-type: none"> • Ability to lead projects to increase physical activity and sport including asset transfer 	Essential
<ul style="list-style-type: none"> • Ability to adhere to systems of performance monitoring and management 	
<ul style="list-style-type: none"> • Ability to prioritise effectively when faced with competing demands on time. 	Essential
<ul style="list-style-type: none"> • Ability to ensure that equalities are mainstreamed into all aspects of service delivery 	Essential
<p>Qualifications</p> <ul style="list-style-type: none"> • Coaching qualifications 	Useful
<ul style="list-style-type: none"> • Educated at Degree Level. 	Useful
<ul style="list-style-type: none"> • Prince 2 	Useful
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Knowledge of avenues for funding 	Essential
<ul style="list-style-type: none"> • Knowledge of Sporting National Governing Bodies 	Essential
<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of partnership working 	Essential
<ul style="list-style-type: none"> • Knowledge of formal project management processes 	Essential
<ul style="list-style-type: none"> • Knowledge of the Asset Transfer process 	Essential
<ul style="list-style-type: none"> • Understanding of the monitoring of Leisure programmes and Contracts and/or Service Level Agreements. 	Essential
<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation in relation to the delivery of sport 	Essential
<ul style="list-style-type: none"> • Good customer care skills 	Essential
<ul style="list-style-type: none"> • Good written and communication skills 	Essential
<ul style="list-style-type: none"> • Able to create and initiate new ideas 	Essential
<ul style="list-style-type: none"> • Chairing of meetings skills 	Essential
<ul style="list-style-type: none"> • Policy development skills 	Essential
<ul style="list-style-type: none"> • Leadership, negotiation and persuasion skills 	Essential
<ul style="list-style-type: none"> • Budget management skills 	Essential
<ul style="list-style-type: none"> • Demonstrable experience of using electronic communication e.g. MS Word, Outlook, Excel, Access and the internet 	
<ul style="list-style-type: none"> • Driving Licence 	Useful
<ul style="list-style-type: none"> • Quality Management systems 	Useful

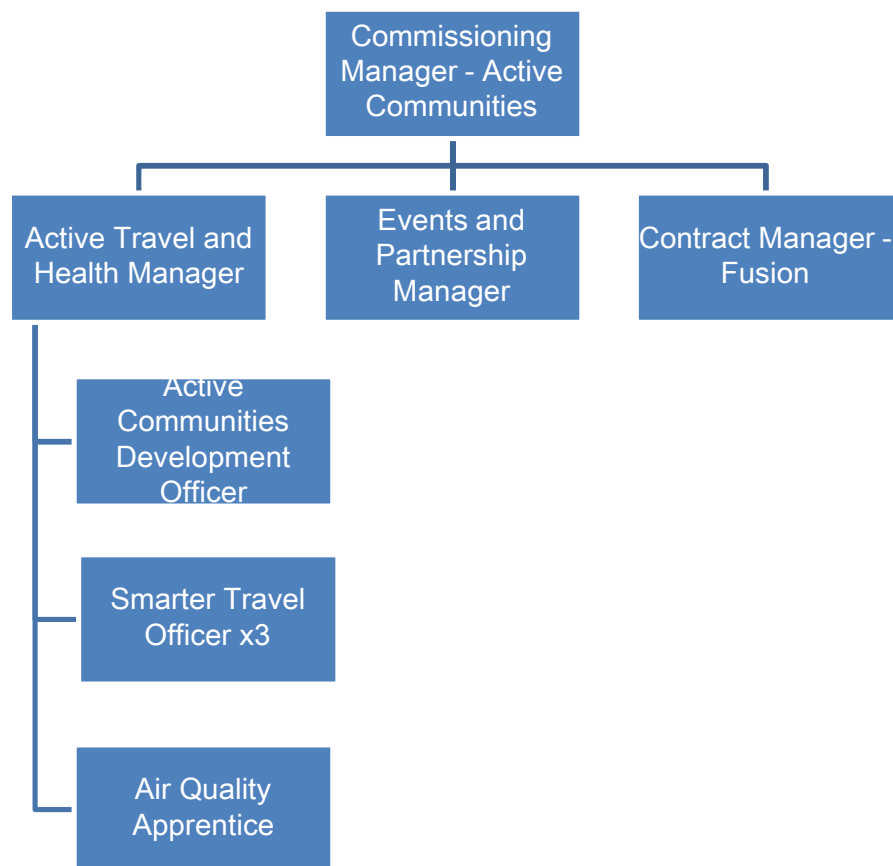
Main Contacts:

1. Commercial and Operations colleagues
2. Active Communities and Commissioning and Client colleagues
3. Leisure Centre colleagues
4. Public Health colleagues
5. The Council's 'Framework Suppliers of Sport and Physical Activity Services'
6. Children Services and all other Council Services who's clients would benefit from activities to increase sport and physical activity
7. Working with community groups, Metropolitan Police, fire and other emergency services.
8. Sporting bodies.

Other Information:

This position does not require the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	80%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes (occasionally)	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
The post holder will be responsible to the Active Travel and Health Manager for budgets related to specific programmes of activity.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/a
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/a
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/a
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
The postholder may have access to data related to participation in sport and physical activity programmes and from suppliers, which contain personal information. All data must remain confidential and be treated in accordance with the Council's data handling policies.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/a