Job Profile

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| 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 |

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| Role Purpose |
| 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.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).
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| Main Responsibilities |

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| 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**1. To enable sports clubs to achieve club accreditation (e.g. Clubmark) through forums and the delivery of workshops
2. To encourage clubs to apply for external funding and provide support
3. To identify the needs and increase the numbers of sports coaches and volunteers across the Borough
4. To lead on the development of volunteer training within a physical activity and sport context

**Programme Development**1. In line with strategic aims and generally in partnership identify and develop programmes of sport and physical activity
2. Seek funding from a range of sources for programmes of activity e.g. Sportivate
3. Develop budgets for physical activity and sport projects and ensure overall budgetary control of these projects
4. Assist the Commissioning and Client Team to commission activity to reduce health inequalities and increase community resilience through improving physical activity rates.
5. 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**1. To collect and analyse data as and when required
2. To carry out research around physical activity and sport and effectively transfer findings to a Haringey context
3. Update the physical activity and sports pages of the website as required
4. To develop and implement administration systems
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| 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.
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| Knowledge, Qualifications, Skills and Experience | Essential or Desirable |
| **Abilities/Experiences*** A minimum of 3 years experience in leisure or a related field
* Ability to work unsocial hours including evenings, weekends, and bank holidays
* Good IT skills
* Ability to produce written reports to a good standard
* Ability to develop and maintain effective working relationships with a range of agencies/partner services (including internal partners) to develop physical activity and sport
* Experience at consulting with community groups
* Ability to act as an advocate for increasing physical activity levels amongst residents
* Experience at promoting/marketing sport and physical activity programmes
* Ability to work under pressure and meet deadlines
* Effective verbal, written and electronic communication skills
* Ability to secure external funding and be responsible for monitoring arrangements
* Ability to manage budgets
* Ability to negotiate with a range of partners including suppliers on the Council’s Sports Coaching Services Framework to achieve best value
* Ability to work on own initiative
* Ability to lead projects to increase physical activity and sport including asset transfer
* Ability to adhere to systems of performance monitoring and management
* Ability to prioritise effectively when faced with competing demands on time.
* Ability to ensure that equalities are mainstreamed into all aspects of service delivery

**Qualifications** * Coaching qualifications
* Educated at Degree Level.
* Prince 2

**Knowledge/Skills*** Knowledge of avenues for funding
* Knowledge of Sporting National Governing Bodies
* Demonstrable knowledge and understanding of partnership working
* Knowledge of formal project management processes
* Knowledge of the Asset Transfer process
* Understanding of the monitoring of Leisure programmes and Contracts and/or Service Level Agreements.
* Knowledge of Health and Safety legislation in relation to the delivery of sport
* Good customer care skills
* Good written and communication skills
* Able to create and initiate new ideas
* Chairing of meetings skills
* Policy development skills
* Leadership, negotiation and persuasion skills
* Budget management skills
* Demonstrable experience of using electronic communication e.g. MS Word, Outlook, Excel, Access and the internet
* Driving Licence
* Quality Management systems
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| Main Contacts & Other Information |
| 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.  |

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| Organisational Structure |
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Additional Information

Please complete the additional information as fully as you can.

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| 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.

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| 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 (occassionally) |  |
| Outdoor work involving uneven surfaces. | No |  | Standing or sitting for prolonged periods. | No |  |

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| 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 |  |

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| 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 Manger 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 |