

<p>JOB PROFILE – Active Wellbeing Project Officer</p>	<p>Grade E</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> • To promote and enable delivery of inclusive and engaging activities that help whole communities to change their behaviour, adopt and lead a physically active lifestyle. • To work to promote partnership activity for the Active Wellbeing team, helping local sports clubs and community groups to secure funding to ensure positive outcomes for the communities of Tamworth. • Improve perception of sports facilities / amenities by helping identify external funding for clubs and groups to help improve facilities. • Increased users of sport/physical activity facilities in the borough. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of partnership working. • Experience of event organisation. • Demonstrable experience of using a range of IT packages including Word, Powerpoint and Excel. • Experience of planning, implementing and evaluating programmes. • Experience of engaging audiences not currently engaged in Active Wellbeing
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Contribute to the development and sustainability of physical activity, recreation and sport in Tamworth. • Record participation details from all sessions delivered. • Cross promote participation and volunteering opportunities across the borough. • Attend meetings and training as appropriate. • Develop an online presence for clubs/facilities within the borough. • Be responsible for collating monitoring and evaluation data. • Develop and maintain effective working relationships with residents, community organisations and other organisations at a community level. • Design, facilitate and undertake consultations, events, and surveys; collate and make available to local people, relevant information on local services and activities beneficial to health & wellbeing. • To open and secure the Council owned leisure facilities as and when required. • Contribute towards onsite maintenance where appropriate. • Ensure own compliance with the Council’s Health & Safety policy/procedures and that of any resources you have responsibility for. • Identify opportunities and risks associated with the service and escalate/report to management. • To undertake all corporate requirements on equal opportunities, data protection, risk management and financial regulations. 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Understand the benefits of physical activity and sport for individuals, families and communities, and know why adopting an active and healthy lifestyle is important. • Understand the basic principles of behavioural change when applied to sport and physical activity and know how to keep customers active. • Know the importance of credible customer insight - listening to customers and understanding their motivations - to shape provision and leadership style. • Know the importance of effective leadership and coaching in the delivery of physical activity or sports sessions. • Know the value of using informal spaces and ‘out of locality’ settings to encourage customers to develop the lifelong activity habit. • Understand the role of the coach in developing effective motivational relationships, how to build rapport with customers and understand what good role models look like. • Understand the tasks involved in delivering community level activation events and support their delivery, particularly in terms of providing equipment and activities. • Know how to support customer welfare and where required, manage disruptive behaviours by individuals within the group setting. • Know how to make best use of national and major events to capture public imagination, raise activity levels and encourage community involvement in volunteering and social action. • Know how to work with community organisations to run tailored neighbourhood events that make best use of local assets to bring people together. • Understand the importance of accurate record keeping for monitoring and evaluation purposes. • Understand the importance of using appropriate social media and technology to deliver targeted messages to identified customer groups for example children; teenagers; adults and older adults.

	<ul style="list-style-type: none"> • Understand fundamental principles of safeguarding, child protection, cultural awareness, first aid, mental wellbeing, inclusion and working with vulnerable adults. • Understand the different needs and priorities of customers (such as teenagers, families, the disabled or older adults) and the best way to manage their expectations, recognising and knowing how to adapt your style to be highly effective. • Know how to coach and lead the key components of successful activity sessions for specific audiences. • Know customer motivations for participation and how to help people overcome personal and societal barriers to participation. • Ability to build effective working relationships with key partner organisations. • Ability to act upon own initiative and professional judgement within the scope of the role.
	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity. • Resilient and resourceful in the face of conflict and uncertainty. • Commands the confidence of members, staff, external partners, and businesses. • Self-reliant, initiator, motivator, completer.
<p>Other:</p> <ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • Must be mobile / have access to a car to attend business meetings at other sites / locations within the borough on a regular basis. • Flexible and willing to work outside of normal working hours. • Commitment to equality of opportunity and diversity. • High degree of energy, drive and motivation for physical activity. • Any other reasonable duties commensurate with the grade and general nature of the post. 	<p>Desirable: A Current membership of the Chartered Institute for the Management of Sport and Physical Activity. (CIMSPA).</p>