

<p>JOB PROFILE – Active Wellbeing Engagement Officer</p>	<p>Grade E</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> To support the planning and delivery of a wide variety of Active Tamworth’s health and wellbeing services with the overall aim to improve and provide physically activity provision for the residents of Tamworth. Including delivering interventions or providing connectivity to a wide range of professional and volunteer stakeholder groups. 	<p>Experience</p> <ul style="list-style-type: none"> Experience of community engagement / development particularly with under - represented groups in physical activity. Experience of working in a health/sport/physical activity setting. Experience of organising & running competitions, leagues and events. Demonstrable experience of using a range of IT packages including Word, Powerpoint and Excel. Experience of planning, implementing and evaluating programmes.
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Lead on the delivery of Active Tamworth’s Health and Wellbeing physical activity projects, according to agreed delivery plans and Active Wellbeing. Take responsibility for the organisation, planning, development and implementation of these projects and ensure that appropriate project areas are delivered within agreed budgetary parameters, achieving best value return on investment. Advocate the importance of being physically active and the associated benefits this brings, i.e. improved physical health, mental wellbeing and social health, particularly to those areas highlighted in Tamworth’s Wellbeing Strategy. Enable the safe delivery of physical activity interventions, utilising community assets in accordance with current national and local policies and procedure. Be able to engage and motivate community based volunteers to ensure the development and sustainability of physical activity interventions. Forge links with local stakeholders such as leisure providers, exercise on referral teams, private facility providers, sports clubs, fitness instructors, health walk schemes, community organisations etc. to garner an understanding of the current offer and develop additional activities where an identified gap in skills and / or opportunities exist. Support older people, who may be socially isolated, lonely or those that have long term health conditions to utilise physical activity options, with which they will remain engaged on an ongoing basis. Continually seek to improve your knowledge around a range underrepresented groups to offer the best service possible to clients. An understanding of the importance of project monitoring and evaluation and follow set processes that allow activities to be assessed in accordance with the project outcomes. To open and secure the Council owned leisure facilities as and when required. 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> A thorough understanding of the benefits of physical activity and sport for individuals, families and communities, and know why adopting an active and healthy lifestyle is important and the ability to convey this to others. Understand the basic principles of behavioural change when applied to sport and physical activity, and know how to keep customers active. 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. An understanding of barriers to participation. An understanding of the types of activity suited to the elderly people and those with long term health conditions. 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. Excellent communication and interpersonal skills. Ability to manage own time, work on own initiative and also work as part of a team. Good planning, organisation and administration skills, with the ability to meet deadlines. A desire to provide an excellent service to clients and willingness to go the extra mile to achieve this. Ability to collect and collate service data to monitor and evaluate projects, in line with General Data Protection Regulations 2018.

<ul style="list-style-type: none"> • Contribute towards onsite maintenance where appropriate. • To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations. • Ensure compliance with GDPR, Health and Safety and Safeguarding policies and procedures. • To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above. • To promote and adhere to the workplace values of our organisations. 	<ul style="list-style-type: none"> • Be self-motivated and have the ability to work on own initiative, taking decisions within set parameters without immediate reference to supervision. • Ability to work with both professionals and volunteers. • Excellent time keeping skills and reliability. • Multiple responsibilities at times under pressure. • An understanding and working knowledge of I.T and its application, in particular word processing, databases and spreadsheets.
	<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 district 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. 	