



Job Description

Service:	One Leisure Active Lifestyles
Job title:	Activity Coordinator (Exercise Referral)
Grade:	F
Hours of work:	37 hours
Responsible to:	Senior Active Lifestyles Officer
Responsible for	
Direct reports:	3.6 FTE Physical Activity & Exercise Specialists
Indirect reports:	TBC
Budget:	N/A

Purpose of Post:

The purpose of the post is to support and enable people to be more active and improve their health and wellbeing by coordinating and developing the Exercise Referral Scheme delivered by the Active Lifestyles team across the One Leisure Facilities in Huntingdonshire in an integrated way as part of the whole service.

Key Deliverables:

SPECIFIC FOCUS:

- To lead on the Exercise Referral Scheme
- People with Long Term Health Conditions (LTHC) including:
 - Cancer
 - CVD risk factors (hypertension, diabetes, and obesity)
 - Heart conditions (CHD, CVD, Heart Failure)
 - Mental Health
 - Respiratory diseases (Asthma, COPD, Long Covid)
 - Degenerative neurological conditions (Parkinsons, Dementia)
- Children & Young People as part of the Exercise Referral Scheme and other Health Improvement programmes.

Key Deliverables:

1. To organise, lead, develop, support, and deliver the Exercise Referral Scheme, ensuring smooth operation and adherence to programme guidelines.
2. To deliver Exercise Referral appointments, leading by example, meeting targets, and producing exemplary completion rates.
3. To manage, lead, motivate and inspire the team of Physical Activity and Exercise Specialists to be the best they can be in regards target numbers, completers, and outcomes.
4. To take a lead on providing information, advice and guidance to individuals and organisations on exercise and physical activity issues particularly in relation to people with long-term conditions or those requiring additional support to exercise.
5. To be responsible for the safe delivery of activities, following procedures regarding the safety of participants (including less mobile and disabled people) and the supervision of HDC equipment and property at One Leisure facilities and external sites.
6. To work in partnership with key statutory organisations, voluntary organisations and community groups including General Practitioners, Primary Care Networks (PCNs), Social Prescribers, Health & Wellbeing Coaches, Hospital Trusts, Occupational Therapists, Practice Nurses, Physiotherapists, One Leisure Facilities and Living Sport (County Sports Partnership) to improve and influence the quality and quantity of physical activity opportunities in the district.
7. To ensure all administration, monitoring and evaluation is completed fully and accurately within deadlines and in accordance with corporate performance management systems, national guidance, and partner requirements.
8. To ensure all activities adhere to Council policies and procedures including Health and Safety, Safeguarding, Information Governance, Privacy and Equal Opportunities.
9. To assist the Active Lifestyles Team to be the best it can be including supporting others, working collaboratively, and ensure that customers are at the heart of all our thinking.


10. To assist the Active Lifestyles Management Team to develop, lead and support the wider team of project officers, delivery staff and volunteers to include recruitment, selection, deployment, training, appraisals and ongoing CPD.
11. To promote and market all opportunities for physical activity including the use of the website, news releases, events, print, social media, social marketing, and other promotional tools as appropriate and in accordance with the service marketing plan.
12. To ensure activities and programmes are delivered within set budgets and within agreed deadlines.
13. To represent the Service through attendance and participation at local, county, and regional multi-agency events and meetings to contribute to the work of the Service.
14. To assist the Active Lifestyles Management Team with the development, delivery, support, and implementation of all programmes within the Active Lifestyles Service Plan.
15. To carry out day to day procedures including taking registers, the collection of fees (where applicable) and equipment checks to ensure the safe operation of activities.
16. To perform other duties from time to time as may be reasonably required.

SPECIFIC RESPONSIBILITIES

- Coordinate the Exercise Referral Scheme across the district in accordance with relevant NICE or subsequent national guidance. This will include all administration (IT based, and paper based), face to face appointments, inductions, fitness assessments and continuous monitoring for clients, delivering group exercise sessions either in the leisure centre or community venues.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>A relevant work-related qualification at NOF Level 3 or similar or a minimum of 2 A-Levels.</p> <p>Current Level 3 Exercise Referral Qualification (E)</p> <p>At least one Level 4 Exercise Instructing qualifications (e.g., cardiac, PSI, COPD, Cancer, Obesity & Diabetes etc.) (or an ability to achieve within 6 months) (E)</p> <p>Exercise for Older People/Special Populations Certification (e.g., OTAGO/Chair Based/Postural Stability or similar) (D)</p> <p>Other level 2 or 3 exercise qualifications (e.g., Aqua, Indoor Cycling, Pilates etc.) (D)</p> <p>An understanding of the barriers to regular participation in sport or physical activity to the population. (E)</p> <p>An understanding of the theory of behaviour change model in helping people to be active (E)</p> <p>Thorough proven knowledge of the health benefits and potential implications of physical activity in relation to:</p> <ul style="list-style-type: none"> • primary and secondary prevention of medical conditions • older adults. (E)
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Able to demonstrate significant proven experience of working in a physical activity or fitness environment with an emphasis on improving health & wellbeing. (E)</p> <p>A proven record of delivering high quality, safe and effective exercise prescription both within a one to one and group settings. (E)</p> <p>Experience of working with special populations clients (D)</p>

	<p>Experience of successful partnership working with health professionals/ fitness providers/ statutory bodies. (D)</p> <p>Experience of supervising staff or volunteers. (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Ability to co-ordinate with colleagues and external partners on specific projects and give advice on areas of specialism with regards to relevant qualifications and work experience. (E)</p> <p>Clear and concise written, IT and spoken communication skills (E)</p> <p>Commitment to undertake relevant training as identified through the performance development review process. (E)</p> <p>Ability to work unsupervised and to use own initiative to make decisions in an effective and efficient manner (E)</p> <p>Good organisational skills to enable you to deal effectively and efficiently with a wide range of programmes, issues and enquiries. (E)</p> <p>Evidence of working as part of a team (E)</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Although working in a framework some degree of making judgements will be necessary, particularly in relation to service delivery issues.</p> <p>The complex medical history of some referrals and group exercise participants relies on the individual's knowledge to determine if it is safe to exercise and if it is what exercise/activity is appropriate and effective. (E)</p> <p>Staff are working at various sites without immediate supervision or line management therefore decisions must be taken routinely regarding the safe operation of activities e.g. ratios of staff to participants, unsafe equipment etc.</p>

	<p>Staff working at community venues may be required to be a key holder, handle payments and be prepared to lone work.</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Must be confident communicating with customers and colleagues across HDC and external partners.</p> <p>Liasing with health professionals, social prescribers, health and wellbeing coaches, health trainers and other partners to deliver safe, effective, and fun activities.</p> <p>Representing the Active Lifestyles team in a professional and polite manner.</p> <p>Internal customer contact 30%</p> <p>External customer contact 70%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>Ability to travel throughout the District with a current valid driving license and use of a vehicle.</p> <p>A flexible approach to working hours – (including early mornings, evenings and occasional weekends.)</p> <p>A commitment to providing equal opportunities.</p> <p>Confident to deal with clients/participants presenting with a vast array of complex medical conditions and functional abilities.</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>

	<p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children

July-2024