

Hertfordshire County Council Job Outline



JOB TITLE:	Projects Officer (Hertfordshire Health Walks)
GRADE:	H6 – H8
REPORTS TO:	Team Leader Countryside Management
DEPARTMENT:	Environment
TEAM:	Countryside and Rights of Way Service

PURPOSE OF THE JOB

The post holder will be responsible for Hertfordshire Healthwalks, a county-wide health improvement initiative delivered through a supported network of volunteer walk leaders.

MAIN AREAS OF RESPONSIBILITY

1. Support existing schemes

- Ensure existing programmes continue to grow and deliver a high quality experience to users
- Development new and existing walking programmes to agreed standards including national Walking for Health accreditation
- Improve performance of existing programmes through increased attendance and participation, setting and meeting targets for growth
- Increase attendance at Healthwalk Leader training events and subsequent take up rates
- Enhance route availability and quality through coordinating practical improvements to the Rights of Way network

2. Promotion

- Develop and secure appropriate dissemination of information and promotional materials
- Co-ordinate production and distribution of county wide Hertfordshire Healthwalks programmes
- Develop and implement new opportunities to promote Hertfordshire Healthwalks
- Develop and deliver effective motivational tools and programmes for participants
- Contribute to the development and delivery of walk leaflets and self guided routes
- Contribute positively to the 'Walks and More' events programme
- Increase awareness and understanding of the CMS as an organisation and its services

3. Training

- Develop, promote and deliver an appropriate programme of training to enable volunteer involvement
- Recruit and train additional volunteer Healthwalk Leaders to the agreed National standard and secure ongoing participation
- Recruit and supervise administrative volunteers as appropriate to support programme delivery

4. Development of new schemes

- Stimulate, devise and implement new walking programmes with colleagues and project partners
- Identify opportunities for the strategic development of Hertfordshire Healthwalks and provide timely advice to senior officers
- Develop links with the health sector and other partners to secure future programme development
- Access relevant sources of funding and grant aid for programme development and delivery
- Identify target communities and develop interest in and capacity to deliver additional walking programmes
- Develop links to 'Friends' groups associated with parks and greenspaces

5. Collating and reporting outcomes

- Develop and implement administrative tools and procedures to ensure effective project reporting
- Produce reports to funders detailing programme performance at a range of levels
- Develop and introduce an appropriate evaluation process to demonstrate health improvement outcomes
- Promote and improve opportunities for user self-service to reduce administrative costs

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Successful candidates will have a demonstrable track record in the delivery of health improvement initiatives and community engagement.

- Works independently and collaboratively with a range of colleagues, professionals, partners and members of the public
- Proactive and able to manage a range of projects and programmes from start to finish
- Flexible and adaptable in approach, problem solving and outcome oriented
- A structured and well organised approach to work planning and time management
- Excellent personal communication and consensus building to establish support for ideas

A full current driving licence is essential. Projects officers will be expected to: carry out site visits, lead guided walks, events and activities in rural locations with difficult terrain. Activities requiring manual handling will be necessary from time to time, for which training will be given.

Equality and Diversity

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full policy, entitled Putting People First will be given to all staff, and a full briefing on the contents of the policy is included in induction.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.