

## Job Description

<b>Post Title:</b>	<b>Sport, Health &amp; Activity Officer</b>	<b>Grade:</b>	<b>8</b>
<b>Post No:</b>			
<b>Directorate:</b>	<b>Communities</b>	<b>Section:</b>	<b>Active Lives &amp; Community Engagement</b>
<b>Responsible to:</b>	<b>Active Lives &amp; Community Engagement Manager</b>	<b>Responsible for:</b>	
<b>Location:</b>	<b>Wyre District</b>		

### Overall Job Purpose:

1. To work as an integral part of the Active Lives & Community Engagement team to manage and develop a variety of sports, physical activity, health and wellbeing projects and programmes with key local providers to help improve residents' health and wellbeing.
2. To lead on the development, implementation, and monitoring of an engaging holiday activity and food programme across Wyre, (HAF), during the school holidays for children and young people (of school age), particularly focused on those eligible for free school meals to ensure it meets the outputs and outcomes set.

### Key Tasks & Responsibilities:

1. To work collaboratively with partners to provide an innovative, inclusive and engaging HAF programme offer of enriching activities, physical activity, nutritional education, and a meal to encourage children and young people to be active, eat well and have fun in the holidays.
2. To develop effective methods of engagement with local schools, agencies, children and families/carers to ensure that a min 30% of children and young people of school age who are in receipt of Free School Meals actively engage and participate in the activities across Wyre.
3. To take lead responsibility for implementing and coordinating partnerships / collaborations to deliver the HAF programme across Wyre, ensuring close working relationships are maintained with Lancashire County Council, Streetgames, Fylde Council, Blackpool Council and Active Lancashire.
4. To identify gaps in provision and work with partners to develop new initiatives to provide services in those areas
5. To work with the Communications team to develop a communication plan to ensure all our Sport and Physical activities are promoted and advertised widely.
6. To work with the Active Lives & Community Engagement manager on the development and implementation of the Wyre Moving More – Physical activity and sport strategy.
7. To co-ordinate and develop a range of physical activity programmes aimed at adults who are inactive with local people and providers, such as Fleetwood Town FCCT, Fylde Coast YMCA, Active Lancashire, local community groups etc to meet local needs

8. To lead the procurement process for the recruitment of providers for the HAF, TRY Sport and the Children's weight management - PASTA programmes, reaching and engaging with local providers and young people to ensure the programmes run effectively and reaches inactive children, overweight children and young people
9. To manage and develop the children's weight management – PASTA, HAF and TRY Sport programmes with local providers internal and external to ensure that they meets the outputs and outcomes set.
10. To work with residents and partners to help promote the use of our council assets, such as the coastline, parks and open spaces to encourage positive use of our outdoor space by adults, children and young people.
11. To work with Active Lancashire and other local authorities across Lancashire to enhance sport, physical activity and wellbeing opportunities for local people and to learn and adapt best practice from other areas.
12. To build positive relationships with local sports clubs and physical activity providers to promote and provide support to enable them to grow their sport, volunteering and physical activity offer
13. To build relationships and partnerships with Primary Care Networks and GP Surgeries to develop community based activity programmes and groups
14. To work with the Healthy Workplace Co-ordinator and local SME businesses on the Healthy Workplace programme to provide the workplace health champions training
15. To work with residents, partners, people with disabilities and disability charities to ensure there is an inclusive, equitable sport and physical activity offer for people with disabilities promoted across Wyre, including developing specific disability sessions where needed.
16. Encourage community use of club and school facilities and work with them to explore opportunities for development and working together.
17. To provide reports and updates as requested by partners
18. To manage the Sports, physical activity and HAF programme budgets and provide financial updates
19. To monitor, evaluate and report on the impact of our work around sport, physical activity and wellbeing with local communities in Wyre, ensuring that all outputs and outcomes from funders are met.
20. To work collaboratively across the council and with local partners on sport, physical activity and wellbeing related matters.
21. To undertake any such duty as may be required by the Active Lives & Community Engagement Manager from time to time appropriate to the grade and designation of the post.

### **Corporate Responsibilities:**

The post holder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

**Special Conditions:**

**(e.g. week-end work, shift allowance, car/telephone allowance)**

- The council operates a strict non-smoking policy.
- The salary is inclusive of out of normal office hours working which is a requirement
- To work evenings, weekends and school holidays.
- Casual user car allowance.
- The postholder will be required to undertake an enhanced disclosure from the Criminal Records Bureau.

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

**Prepared by:** Carol Southern

**Date:** March 2022

**Post Holder Signature:**

**Date:**