



Job Description and Person Specification

Job details

Job title: Active Families Manager

Grade: £32,020 - £36,298

Reports to: Principal Leisure Manager – Sport and Play Development

Responsible for: Active Communities Workers and sessional coaches, instructors and volunteers

Directorate and Service area: Communities & Leisure – NNC Leisure Services

Fixed Term – 3 year post

Purpose of the job

- To oversee the development of the Active Families Programme and to support more North Northamptonshire residents to participate in physical activity, make positive lifestyles changes and encourage regular long-term participation to improve their health, mental and physical wellbeing.
- To deliver a varied programme across North Northamptonshire of activities that meet the needs of families, achieve the targets set out in the Active Families delivery plan and evaluate and produce reports for the Active Families programme from feedback gained from participants.

Principal responsibilities

1. Oversee and develop the NNC Active Families programme, increase the number of family activities and enable more North Northants residents to access activities in their neighbourhood.
2. Deliver as a coach/instructor, a variety of high quality physical activity and sport sessions within the project.
3. Manage, support and develop the team of coaches, leaders and instructors whom also deliver sessions and ensure that they fulfil the requirements of their post
4. Create and manage the NNC Active Families Programme promotion and marketing including branding designs, leaflets, posters, website pages, social media, press releases, and radio adverts.
5. Manage the project's budget in accordance with the Council's financial rules and procedures and complete all financial information as requested by the funder. Also adopting a cost conscious approach to the utilisation of resources.
6. Complete quarterly monitoring and evaluation reports as required by the funder and other key organisations.

7. Build and manage a network of community volunteers within the project and support their training and development.
8. Seek future funding opportunities to secure the sustainability of the project past the 3 year duration.
9. Work in conjunction with partner organisations to develop the NNC Active Families Programme and identify more active opportunities for participants either through external programmes, groups and partner networks.
10. Ensure that all Health and Safety, Safeguarding and GDPR procedures are in place and adhered to within the NNC Active Families programme including participant forms, risk assessments, insurances, accident reporting procedures.
11. To undertake personal development training which will support the project's delivery in i.e. Coaching, First Aid, Mental Health, Health and Safety, Safeguarding

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Specific Responsibilities

- Manage the delivery of the Active Families programme and project team of sports workers, and sessional coaches, instructors and volunteers.
- Raise purchase orders, invoices or other administrative tasks required.
- Coordinate a joint marketing plan to promote the Active Families Programme and engage with professionals to raise awareness. Utilise social media, Active Families webpage and promote successful outcomes and case studies.

- Present data, case studies and statistics to partners and healthcare and Physical activity professionals based on attendance and health outcomes of participants.
- Undertake other duties relating to the project as required.

Miscellaneous

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

This post will require satisfactory clearance of a Disclosure and Barring Service disclosure.

Working hours may include evening and weekend working which is inclusive of the pay grade. Working hours are negotiable to meet the needs of the service.

The post holder will be required to travel across North Northamptonshire

There may be occasions at some sites when the post holder will be lone working – Risk Assessment has been undertaken.

Fixed term contract for 3 years



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> - Good Standard of Education - Qualification in Health, Sport or Recreation - Qualification in Coaching 	<ul style="list-style-type: none"> - First Aid Qualification - Safeguarding Qualification
Experience and Knowledge	<ul style="list-style-type: none"> - Experience of working with young people and adults within the Health and Wellbeing or Leisure Industry - Proven track record of managing and delivering a community programme of physical activity - Experience of managing a small team - Highly motivated and the desire to help and support others - Knowledge of Health and Safety issues, in particular in working with the public and the delivery of activity sessions - Experience of customer faced interaction and problem solving - Understanding of Safeguarding 	<ul style="list-style-type: none"> - Experience of working in partnership with other organisations - Experience in project marketing and advertising
Ability and Skills	<ul style="list-style-type: none"> - Ability to work under own initiative - Able to clearly communicate with others - Ability to create a high standard of written reports, data - Proficient in using Microsoft Office i.e Word, Excel, Powerpoint - Ability to work unsupervised. 	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	<ul style="list-style-type: none"> - Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	
Additional Factors	<ul style="list-style-type: none"> - Full driving licence and access to own transport or ability to travel predominantly within North Northamptonshire. 	