# Job Description and Person Specification

## Job details

Job title: Active for Health Project Coordinator

Grade: £27,852 - £31,099

Reports to: Leisure Manager

Responsible for: N/A

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

## Purpose of the job

To coordinate, develop and manage a 2-year North Northamptonshire Public Health funded referral programme for physical activity. This project will work in partnership with North Northamptonshire Active Communities. The post-holder will be responsible for coordinating, improving, and reporting new and existing referral programmes; and coordinating the related training courses for leisure staff. These will include programmes such as Cardiac Rehabilitation, Cancer Rehabilitation, Pulmonary Rehabilitation, Activity on Referral, Weight Management, Swim on Referral, Good Boost across North Northamptonshire within Corby, Kettering, East Northants, and Wellingborough.

The post holder will be responsible for creating and building on existing partnerships with all stakeholders such as North Northants Leisure, external leisure contractors, Kettering General Hospital, Northampton General Hospital, Northamptonshire Sport, Clinical Commissioning Groups, Community Health Professionals, Social Prescribers and other local professionals to improve the health outcomes of the local community.

The post holder will work in partnership to coordinate the required exercise programmes and training courses.

## Principal responsibilities

1. Working in partnership the post holder will be responsible for coordinating and developing health programmes such as Cardiac Rehabilitation, Cancer Rehabilitation, Pulmonary Rehabilitation, Activity on Referral, Weight Management, Swim on Referral, Good Boost and any additional programmes relating to the funding.
2. To coordinate training courses for leisure staff throughout North Northamptonshire from identified and agreed priority needs
3. Ensure that all reporting information is provided to Public Health and North Northamptonshire Active Communities within the required timelines.
4. To ensure best practice frameworks and standards for each programme are established and followed to ensure patient safety and leisure provider guidelines.
5. Ensure that leisure staff support referred patients to achieve positive outcomes in line with the established performance indicators.
6. Ensure that the health programmes support local and national strategies to improve health and reduce health inequalities within the local community.
7. Coordinate and promote the incoming referral process and continuously review/develop the process to ensure the best patient experience throughout the entire referral pathway.
8. Compile, evaluate and publish statistical information for North Northants Active Communities and its partners for all areas of responsibility, report this data and look to improve the programmes based on this data.
9. Within budget raise the required purchase orders and ensure the project does not exceed allocated funding. Ensure any payments relating to the programme are checked and completed.
10. To keep up to date with and understand the latest research in the area of public health, national service frameworks and physical activity.
11. Support leisure providers by ensuring established performance indicators for retention are achieved, so the programmes are cost effective for providers to continue at the end of the project funding.

## 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

* Ensure cost claim requests from leisure providers are accurate and verifiable. This includes fees for consultations, programs, reviews and universal credit; and that usage/attendance by participants is accurate.
* Raise purchase orders, invoices, credit notes or other administrative tasks required.
* Manage incoming referrals and signpost to designated referral coordinators.
* Coordinate a joint marketing plan to promote the referral schemes and engage with healthcare professionals to raise awareness. Utilise social media, Active for Health webpage and promote successful outcomes and case studies.
* Offer best practice advise to partners and support with operational challenges they may encounter where possible.
* Monitor and ensure leisure providers are adhering to their service level agreements regarding training and programme delivery.
* Liaise with partners, ensure pre-training agreements are signed with partners and coordinate training to meet operational needs.
* Present data, case studies and statistics to partners and healthcare professionals based on volume 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 may 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 work at a variety of facilities within 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 2 years

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * **Level 2** Gym Instructor Qualification. * **Level 3** Personal Trainer Qualification. * **Level 3** Exercise (GP) Referral Qualification. | * **Level 3** Qualification in Aqua Activity for Health (or equivalent). * **Level 4** Qualification in any of the following:   + Cardiac Rehabilitation   + Cancer and Exercise Rehabilitation   + Pulmonary Rehabilitation   + Obesity and Diabetes   + Chronic Lower Back Pain   + Another relevant rehabilitation qualification. * Further training in Tier 2 Weight Management or equivalent. * Exercise to music or other group exercise-based qualification. * A degree or equivalent in a relevant field. |
| Experience and Knowledge | * Experience of delivering and/or managing an exercise-based health referral programme. * Experience of delivering group-based exercise. * Experience of evaluation and monitoring of physical activity sessions and programmes, with the ability to be able to produce reports using Microsoft Office. * Evaluate and analyse data, produce reports and present findings both internally and to external partners. | * Experience of motivational interviewing. |
| Ability and Skills | * The post holder must possess excellent customer care skills, be always courteous as well as being flexible, positive and enthusiastic in their approach to the required duties. * Full driving licence and access to own transport or ability to travel predominantly within North Northamptonshire. * Significant skills in building relationships with a full range of customers. * Good oral and written communication skills. Good level of IT literacy with the ability to report and review statistical information. * Ability to work unsupervised. |  |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * The post holder must attend all relevant training related to facility/service operation. |  |