

Job Description and Person Specification

Job details

Job title: Wellbeing Walks Officer

Grade: £24,422 - £27,450

Reports to: Principal Leisure Manager – Sport and Play Development

Responsible for: Walk 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 NNC Wellbeing Walks Programme and to support more North Northamptonshire residents to participate in weekly walks, make positive lifestyles changes and encourage regular long-term participation to improve their health, physical and mental wellbeing.
- To identify, train and increase the number of Walk Leaders in North Northamptonshire and to link with Public Health and other partner organisations to start up new Wellbeing Walks and develop links to GP referral schemes and Social prescribers.

Principal responsibilities

1. Oversee and develop the NNC walks programme, increase the number of walks, walk leaders and enable more North Northants residents to access walks in their neighbourhood.
2. Produce the NNC Wellbeing Walks Programme Policy to make certain that all NNC Wellbeing Walks / Leaders are consistently following the same standards and protocols.
3. Manage the delivery of the NNC Wellbeing Walks Delivery Plan and ensure all targets are met and reported regularly to Public Health and other partners.
4. Create and manage the NNC Wellbeing Walks Programme promotion and marketing including branding designs, leaflets, posters, website pages, social media, press releases, radio adverts and Ramblers website.
5. Update the Ramblers Walkers database and website information pages for North Northamptonshire walks, to ensure that participants are made aware of these opportunities and can make informed choices to be or stay active.
6. Management of the interactive walks programme including identifying sites across North Northants, promotion and co-ordination of the programme.

7. Support participants that are new to the scheme and connect them with Walk Leaders to ensure an easy transition into the Wellbeing Walks.
8. Support the existing Walk Leaders by creating regular newsletters/email updating Walk Leaders on procedures, training opportunities, new walks, registration and insurance matters.
9. Increase the number of Walk leaders in North Northamptonshire by delivering Walk Leader training courses and other courses to upskill leaders, so they can effectively start new walks or lead and support in existing walks.
10. Work alongside Public Health through the GP referral scheme to identify patients that would benefit from the Wellbeing Walks and ensure referrals are assigned into appropriate Walks in their area and any needs they may have are met.
11. Work in conjunction with partner organisations to develop the NNC Wellbeing Walks Programme and identify more active opportunities for participants either through external programmes, groups and partner networks.
12. Produce regular written reports, case studies and data for the NNC Wellbeing Walks Programme for NNC, the project funder Public Health, Ramblers and other organisations.
13. Ensure that all Health and Safety, Safeguarding and GDPR procedures are in place and adhered to within the NNC Wellbeing Walks Programme including participant forms, risk assessments, route safety planning, insurances, accident reporting procedures.
14. To undertake personal development training which will support the project's delivery in Walk Leader Training trainer course, 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 Wellbeing Walks Programme and support the Walk Volunteers across North Northamptonshire.
- Raise purchase orders, invoices or other administrative tasks required.
- Coordinate a joint marketing plan to promote the Wellbeing Walks Programme and engage with professionals to raise awareness. Utilise social media, Wellbeing Walks 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, Psychology or Recreation 	<ul style="list-style-type: none"> - First Aid Qualification - Safeguarding Qualification
Experience and Knowledge	<ul style="list-style-type: none"> - Experience of working with adults within the Health and Wellbeing or Leisure Industry. - A strong knowledge of the Ramblers Wellbeing Walks programme or experience of Health Walks either through leading or taking part in them. - Proven track record of managing and delivering a community programme of physical activity. - Experience of delivering training/tutoring to others - 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. 	<ul style="list-style-type: none"> - Experience of working in partnership with other organisations. - Understanding of Safeguarding. - 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 and use empathy 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. 	