

Job Description and Person Specification

Job details

Job title: Leisure Manager – Active Communities
Grade: NNBAND07 (37 hours full time)
Reports to: Principal Leisure Manager – Active Communities
Responsible for: Active Communities Officers, Programme Leads such as Wellbeing Walks Officer, SHAPE Dance Co-Ordinator

Directorate and Service area: Adults, Health Partnerships and Housing – Leisure Services

Purpose of the job

- To lead on the management and delivery of the NNC Active Communities team programmes and projects, Wellbeing Walks and SHAPE Dance, to encourage more North Northamptonshire residents to participate in physical activity, make positive lifestyles changes and create regular long-term participation to improve their health, mental and physical wellbeing.
- To lead on the management of all Active Communities sessions and programmes of physical activity, sport and play to ensure there are a variety of opportunities for the community to be active and move more.
- To provide advice and support to sport clubs and other partner organisations to help deliver more opportunities for the community to be active, take part in physical activity and improve their wellbeing.

Principal responsibilities

1. Ensure an excellent standard of customer care are implemented and maintained by always demonstrating North Northamptonshire councils core values. Customer Focused, Respectful, Efficient, Supportive, Trustworthy.
2. To deliver the North Northamptonshire (NN) Active Communities Strategy actions and support the ongoing development of the strategy and its outcomes to ensure opportunities are provided for the community to move more and be active.
3. To lead and manage the NN Active Communities team, Wellbeing Walks and SHAPE Dance team by providing direction, planning and support.
4. Oversee the Active Communities team's delivery of programmes and projects to support the improved health and wellbeing of the community through the NN Leisure Active Communities events such as the NN Active Communities Awards, Campaign Days, Tournaments/Competitions, SHAPE Dance Shows and other Special Events as required.
5. Support the development of the physical activity infrastructure for North Northamptonshire and to build capacity of the voluntary and community sport and activity organisations.

6. Be responsible for the co-ordination and development of the local NN Sports Network to provide opportunities for sports clubs to grow and develop by providing advice and support for funding, training and governance.
7. Develop internal and external partnerships, local networks and relationships with organisations to support their development addressing any gaps in provision, knowledge or experience.
8. Write and develop reports for projects and support with the evaluation, monitoring and updates for programmes as required for funders, leisure team, senior management and external partners.
9. Ensure that budget monitoring, evaluation of programmes and performance monitoring are all undertaken and follow Council rules and procedures.
10. Ensure that all Health and Safety, Safeguarding and GDPR procedures are in place and adhered to within the Active Communities team and programmes.
11. Develop and oversee a community training programme including Sports Leaders, Dance Leaders, NGB courses, Coaching development training courses, First Aid, Safeguarding etc.
12. Undertake personal development training which will support programmes and project delivery i.e. Physical Activity, Coaching, First Aid, Mental Health, Health and Safety, Safeguarding
13. Ensure an excellent standard of customer care is implemented and maintained by always demonstrating North Northamptonshire Council Core Values – Customer focus, respectful, efficient, supportive and trustworthy.

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.

Special features of the post

Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work including evenings and weekends as required.

Post holder must be prepared to undertake training as required.

A valid driving licence and access to a car for work purposes is essential for this post.

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

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Level 5 management qualification or equivalent experience within Sport / Physical Activity or Leisure Industry Coaching / Instructor qualification Level 2 or above in one or more sport / physical activity discipline Safeguarding Qualification or equivalent experience	Level 3 management qualification in Childrens services, Leisure services or equivalent experience Health and Safety Qualification First Aid at Work Qualification CIMSPA Registered
Experience and Knowledge	Experience of working at a management level within the Health and Wellbeing or Sport and Leisure Industry for at least 3 years Proven track record of managing wellbeing, physical activity and sport projects and programmes that reduced barriers to participation A strong knowledge of health inequalities and deprivation and the value of Leisure Services contribution. Experience of securing and completing applications and grant funding through to delivery of programmes Experience of working with a variety of partners, stakeholders and organisations to meet joint outcomes	

Attributes	Essential criteria	Desirable criteria
	Experience of providing advice to community clubs and other organisations on funding, facility development, governance and legislation. A strong knowledge of working safely and effectively within Health and Wellbeing or Leisure Services policies, procedures and legislation Experience of managing, reporting and monitoring budgets effectively including, budget setting, fees and charges, purchasing and invoicing Proven track record of implementing safeguarding procedures for participants and others Experience of providing strategic support at a management level. Experience of leading or managing a team including recruitment and selection, appraisals and disciplinary procedures	
Ability and Skills	Demonstrate excellent communication skills (verbal and written) and be able to effectively engage with a range of audiences Ability to work under own initiative to set targets, co-ordinate and plan programmes and projects as required Be highly motivated, have proven people skills and be able to manage and support a team Ability to problem solve, adapt and be creative in approach to projects and programmes	Be able to share knowledge and skills with others in the form of training sessions, on specific topics you are qualified and proficient in

Attributes	Essential criteria	Desirable criteria
	Be a strong advocate for the positive benefits of being active and how to engage people in sport and recreational activities Ability to create written reports, presentations, and monitoring and evaluation data Demonstrate the ability to work well under pressure, achieving deadlines Strong IT skills and be proficient in using Microsoft Office i.e Word, Excel, Powerpoint	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Flexibility in duties when necessary to support the strategic aims and priorities of the Council and to meet the needs and demands of the service. Full driving licence and access to own transport or ability to travel within North Northamptonshire	