

## **Job Description and Person Specification**

### **Job details**

Job title: Exercise Referral Co-ordinator

Grade: £29,269 - £30,296 (Pro rata)

Reports to: Health and Fitness Manager

Responsible for: N/A

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

### **Purpose of the job**

To support, develop and manage referral based exercise programmes such as Cardiac Rehabilitation, Cancer Rehabilitation, Pulmonary Rehabilitation, Activity on Referral, Weight Management, Swim on Referral and any future / relevant exercise referral projects offered by North Northamptonshire Council.

The post holder will be responsible for creating new partnerships and developing existing ones with our local partners such as Kettering General Hospital, Northampton General Hospital, Public Health, Northamptonshire Sport, Community Health Professionals, Social Prescribers and other local professionals to improve the health outcomes of the local community.

The post holder will oversee the daily coordination and delivery of these exercise programmes.

### **Principal responsibilities**

1. Supporting the Health and Fitness Manager and Assistant Health and Fitness Manager, the post holder will be responsible in developing, managing and supporting health programmes such as Cardiac Rehabilitation, Cancer Rehabilitation, Pulmonary Rehabilitation, Activity on Referral, Weight Management, Swim on Referral and any future / relevant exercise referral projects offered or supported by the Council.
2. Ensure that the patients on the programmes strive to achieve positive outcomes in line with the KPI's established.
3. Ensure that the health programmes support local and national strategies to improve health and reduce health inequalities within the local community.
4. Manage incoming referrals, maintaining our referral database and continuously developing our programmes to ensure the best patient experience throughout the entire referral pathway.
5. Compile, evaluate and publish statistical information for the Council and its partners for all areas of responsibility and look to improve the programmes based on this data.

6. Plan, deliver and support group exercise sessions and one-to-one programmes.
7. Monitor and deliver income expectations for each programme ensuring sustainability and growth.
8. To ensure that the health programmes conform to the recognised standards.
9. Investigate opportunity for the development of health interventions across partnerships and key stakeholders.
10. To keep up to date with and understand the latest research in the area of public health, national service frameworks and physical activity.

### **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 incoming referrals and arranging appointments for patients with either the post holder, or a qualified member of staff.
- Completing consultations, fitness testing, one-to-one appointments and group exercise sessions.
- Conduct routine reviews of the programmes the health and fitness staff are prescribing patients on the schemes and identifying training needs as required.
- Design and develop training to meet operational needs.

- Administer the appropriate First Aid recording accidents/incidents and relevant information to the facility and its users.
- Implement procedures to ensure the coordination, delivery and evaluation of NNC's referral programmes.
- Present data and statistics to partners and healthcare professionals based on volume and health outcomes of participants.
- Undertake other duties relating to the health and fitness services delivered at the Council as required. This includes supporting the health and fitness team in the absence of the Health and Fitness Manager and/or Assistant Health and Fitness Manager. This post also includes working as a gym instructor as and when required.

### **Miscellaneous**

If and when qualified to deliver personal training sessions, group exercise classes, swimming lessons the relevant teaching/rate of pay supplement will apply.

The post holder would be required to complete training and keep training required of the post up to date. This may include but not limited to:

- First Aid Training
- Phase IV Cardiac Rehab training
- Cancer Rehab training
- Pulmonary Rehab training
- Falls Prevention training
- Swim on Referral training
- Weight Management training
- CIMSPA CPD / Membership
- Defibrillator Training
- Mental health awareness.
- Customer focus and engagement.
- Behavioural change interventions.
- Motivational Interviewing.

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

The post includes evening and weekend working which is inclusive of the pay grade.

The post holder may 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

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>– <b>Level 2</b> Gym Instructor Qualification.</li> <li>– <b>Level 3</b> Personal Trainer Qualification.</li> <li>– <b>Level 3</b> Exercise (GP) Referral Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Level 3</b> Qualification in Aqua Activity for Health (or equivalent).</li> <li>– <b>Level 4</b> Qualification in any of the following: <ul style="list-style-type: none"> <li>○ Cardiac Rehabilitation</li> <li>○ Cancer and Exercise Rehabilitation</li> <li>○ Pulmonary Rehabilitation</li> <li>○ Obesity and Diabetes</li> <li>○ Chronic Lower Back Pain</li> <li>○ Another relevant rehabilitation qualification.</li> </ul> </li> <li>– Further training in Tier 2 Weight Management or equivalent.</li> <li>– Exercise to music or other group exercise-based qualification</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>– At least 18 months experience of delivering and/or managing an exercise-based health referral programme.</li> <li>– Experience of delivering group-based exercise.</li> <li>– Experience of evaluation and monitoring of physical activity sessions, with the ability to be able to produce reports using Microsoft Office. Produce reports, evaluate and analyse data and present findings both internally and to external partners.</li> </ul>	<ul style="list-style-type: none"> <li>– Experience of motivational interviewing.</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Significant skills in building relationships with a full range of customers.</li> </ul>	<ul style="list-style-type: none"> <li>– Full driving licence and access to own transport or ability to travel predominantly within the Borough.</li> </ul>

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>– Good oral and written communication skills. Good level of IT literacy with the ability to report and review statistical information.</li> <li>– Ability to work unsupervised</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>– Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>– The post holder must attend all relevant training related to facility/service operation.</li> </ul>	