



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Active Families Manager  
Grade: NNCBAND06 £35,745 – £38,223  
Reports to: Principal Leisure Manager  
Responsible for: Active Communities Workers  
Directorate and Service area: Communities & Leisure – NNC Leisure Services  
Fixed Term 2.5 years – Full Time

### **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.

### **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.

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.

Must be able to:

- Manage the overall delivery of the Active Families programme including weekly sessions, events and the annual Active Family Fundays.
- Complete all administration of the programme, including registers, consent forms, risk assessments, health and safety documents, correspondence with community and partners, monitoring and budget reports.
- Support the ongoing development and training of Active Families team through mentoring and personal development opportunities.
- Manage the Active Families team ensuring that the team deliver safe, effective and enjoyable sessions and manage the session planning.
- Manage and monitor the budget for Active Families programme and ensure reports are completed and recorded as appropriate.
- Advertise and promote the Active Families programme and utilise social media, update Council webpages and produce programme reports and case studies.
- Undertake other duties relating to the Active Families programme 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.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Good General education with recognised qualification in Maths and English GCSE grade C or equivalent</li> <li>• Qualification in Health, Sport or Recreation or equivalent experience</li> <li>• Level 2 in sports coaching, fitness or physical activity</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Safeguarding Qualification</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with young people and adults within the Health and Wellbeing or Leisure Industry</li> <li>• Proven track record of managing and delivering a community programme of physical activity</li> <li>• Experience of managing a small team</li> <li>• Knowledge of Health and Safety issues, in particular in working with the public and the delivery of activity sessions</li> <li>• Experience of customer faced interaction and problem solving</li> <li>• Understanding of Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in partnership with other organisations</li> <li>• Experience in project marketing and advertising</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• Good written and Oral communication skills</li> <li>• Ability to work under own initiative</li> <li>• Able to clearly communicate with others</li> <li>• Highly motivated and the desire to help and support others</li> <li>• Proficient in using Microsoft Office i.e Word, Excel, Powerpoint</li> <li>• Be able to organise and prioritise a wide ranging work load</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of IT processes and good administration skills</li> <li>• Be able to communicate with a wide range of people from different backgrounds and ages</li> </ul>

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Friendly, approachable and personable</li> <li>• Highly motivated and friendly outgoing personality</li> <li>• Ability to manage events such fundays</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>• Full driving licence and access to own transport or ability to travel predominately in North Northamptonshire.</li> </ul>	