

Job Description and Person Specification

Job details

Job title: Active Communities - Place Lead (Corby and Wellingborough)
Grade: NNCBAND04 £31,537 - £32,597 **(37 hours full time)**
Reports to: Principal Leisure Manager
Responsible for: Volunteers and Casuals
Directorate and Service area: Communities & Leisure – NNC Leisure Services
2 year Fixed Term Full Time

Purpose of the job

- To engage with the county's least active priority target groups using an asset based community development approach in two defined priority places, whilst gathering insight, increasing awareness, improving access, building capacity, and increasing opportunities for North Northamptonshire residents to participate in physical activity, make positive lifestyle changes and create regular long term participation to improve their health, mental and physical wellbeing.

Principal responsibilities

1. To develop good working relationships, build trust with local residents and community leaders and VCSE sector organisations, and specifically the priority target audiences operating in the priority places.
2. To facilitate good working partnerships between statutory and non-statutory organisations and community led organisations to ensure efficient use of resources and a coordinated approach in developing local community and physical activity projects.
3. To continually gather insight on local needs and learning about the communities and the barriers and enablers for leading an active lifestyle.
4. Support the community to co-create local interventions and opportunities to encourage more healthy active lifestyles through test and learn approaches
5. Work with the community to develop a shared purpose and co-produce Local Place Action Plans and to link in with existing local organisations, initiatives and programmes as appropriate.
6. To build capacity in place by identifying local volunteers, leaders, and champions; assessing their training and development needs, mentor and support them to become local activators to mobilise communities.
7. To access external funding sources and resources to support the work in place.

8. To ensure planning of activities, programmes and projects as well as effective monitoring and evaluation to demonstrate impact but also learning through cause and effect.
9. To use a variety of communications channels to promote activities, programmes and projects and their impact including leaflets, posters, website pages, social media, press releases, and radio
10. To access external funding sources and resources to support the work in the priority places
11. To ensure that North Northamptonshire policies, procedures, minimum operating standards and guidelines are met and adhered to.
12. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety, safeguarding and GDPR.
13. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare need.
14. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

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.

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	A higher education qualification relevant to sport / physical activity / community development or some level of practical experience in community development / place based approaches	Safeguarding Qualification or equivalent experience First Aid Qualification Health and Safety Qualification
Experience and Knowledge	Good understanding of community development including behaviour change approaches and use of insight Experience of working with young people and adults within the Health and Wellbeing or Sport and Leisure Industry Proven track record of managing and delivering successful physical activity or community-based programmes Experience of developing relationships and working in partnership with a range of community organisations Understanding of securing funding applications through to delivery Experience of evaluating results objectively, reviewing targets and applying the lessons learned	Good Understanding of Active Communities and physical activity approaches Experience in using place-based approaches to support sustainable community driven development

Attributes	Essential criteria	Desirable criteria
	Communicates verbally and in writing in a clear, concise and impartial manner Actively listens, shares information, and proposes suggestions and solutions Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of their objectives A learning mindset, willing to capture, exchange knowledge and share learning with peers and colleagues Builds and sustains effective relationships with colleagues and our partners, anticipating the needs of others and recommends potential solutions	
Ability and Skills	Ability to work under own initiative to set targets, co-ordinate and plan programmes and projects as required Ability to speak and write clearly and concisely by effectively identifying key points relevant to the subject matter Ability to use effective and efficient ways of organising and managing projects and programmes and operations	

Attributes	Essential criteria	Desirable criteria
	Good IT skills and the ability to use a range of different IT applications effectively Ability to evaluate results objectively, reviewing targets and applying the lessons learned Ability to think creatively and develop innovative solutions to problems Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Equal Opportunities	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 Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Full driving licence and access to own transport or ability to travel within North Northamptonshire predominantly in Corby and Wellingborough	