

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Active Lives Officer (T1 Rugby Challenge)**

Sport, Leisure & Culture.

Communities & Opportunities Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West  
Northamptonshire  
Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

Playing a major role towards the council's ambition to increase active lives by increasing the physical activity participation levels of the community through the development, co-ordination, and promotion of the T1 Rugby Challenge (Strive25). This is a 'game for everyone, played by anyone', with T1 Rugby having an emphasis on fun, fitness and inclusion and provides a fun, welcoming and safe environment for people of all ages, abilities, and backgrounds. It is the first non-contact form of the game that reflects the characteristics of rugby. The key target audience for the Challenge is women age 16+ who have never considered rugby a sport for them.

## **Accountable to:**

This role is accountable to the Active Lives Manager. The role sits within the Sport, Leisure and Culture Service, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. A role model and champion for the council promoting the physical, mental and social benefits and opportunities for residents to lead more active lives.
2. Working closely with a range of WNC services, external partners and community groups to coordinate and plan accessible and sustainable opportunities for women and girls aged 16+ to try T1 leading towards more active lives in our communities.
3. Through West Northamptonshire Council's Women's Rugby World Cup Impact Programme Working Group, identify a shortfall in access to the sport, coordinate and plan short-, medium- and long-term interventions, including direct delivery of activities where required, contributing towards the Live Your Best Life outcomes.
4. Working closely, and in partnership with targeted communities and stakeholders to develop and contribute towards, locally accessible rugby pathways through identification of local need, removal of barriers to participation and development of local community assets leading to sustained behaviour change and improved health outcomes for individuals and targeted communities.
5. To raise the profile, awareness and provision of local, accessible, and enjoyable sports and physical activity opportunities for all members of the community and promote the key health and physical activity messages.
6. To represent and influence sports, physical activity, and health throughout West Northamptonshire, positively contributing and representing the service, council and T1 challenge at local events, meetings and forums.

7. With support from Active Lives Manager, the post is responsible for line management of coaches, leaders and volunteers to deliver the T1 Rugby sessions and interventions. The post will work closely with partners to increase the number of people volunteering and championing T1 Rugby physical in their organisation / community / setting.
8. To identify and establish effective partnerships with a range of public, private and voluntary organisations in order to enhance the sport of rugby, T1 Rugby and healthy lifestyle offering in West Northamptonshire.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
To have strong people and verbal communication skills	E	I, P
Effective written communication skills enabling completion of a variety of forms, write accurate and concise reports and evaluate sessions	E	I
To have strong mediation and networking skills	E	I
To have the ability to inspire, enthuse and encourage West Northamptonshire residents	E	I
To have the ability to lead by example and to embrace change	E	I
To demonstrate a confidence and resilience to deal with changing demands	D	I
To have the ability to resolve difficult and complex situations, professionally, tactfully and diplomatically	D	I
Passionate about improving the health and wellbeing of our residents.	E	I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I
Ability to work on own initiative and as part of a team, including multi-agency teams	E	A, I
Ability to meet deadlines whilst maintaining the highest standards of quality	E	A, I

Knowledge:	Essential / Desirable	Measured by
The national and local context on the role sport and physical activity plays in respect of improved health and wellbeing.	D	A, I
The structures and workings of Active Partnerships, Health (Public Health, Primary/Secondary Care, Integrate Care Systems) and Sports National Governing Bodies	D	A, I
Awareness and understanding of the wider agenda issues as they relate to sport and physical activity.	D	A, I
Knowledge and understanding of co-production for local community focussed physical activity interventions.	D	A, I

Health and safety in relation to the safe delivery of activities	E	A, I
Knowledge and application of behaviour change techniques / Making Every Contact Count / Motivational Interviewing.	D	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Proven experience of working in partnership with a broad range of organisations to deliver Sport, Physical Activity, and Health programmes.	E	A, I
Successfully designing and delivering physical activity/health /sport/community projects/initiatives/programmes.	E	A, I
Delivering sports and/or physical activity programmes to underrepresented groups / communities to tackle inequalities	E	A, I
Working with local community organisations, community leaders, members of the public to co-design physical activity interventions.	E	A, I
Supporting and mentoring staff and volunteers.	D	A
Demonstrating a proven track record of success in a related sport, physical activity and/or health environment.	D	A, I

<b>Education, training, and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Holder of, or willing to gain basic First Aid Qualification	E	A, D
Fitness or sports coaching qualification/s	E	A, D
To demonstrate a willingness to undergo relevant training and a commitment to continuous professional development	E	I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

- Enhanced DBS

## Day-to-day in the role:

<b>Hours:</b>	Full time 37.0 hrs 12 month Fixed Term Contract	<b>Primary work base:</b>	1 Angel Square, Angel Street, Northampton, NN1 1ED
<b>Job family band:</b>	Community & Inclusion	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	WNC Band 4: £28,016 - £29,513	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	Community Coaches, Leaders and Volunteers		

### Working conditions & how we work:

- Must be prepared and able to work outside normal office hours (including evenings and weekends should it be required by the post).
- Must have access to transport as work will be across West Northamptonshire.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

