

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Active Places Coordinator (Maternity Cover)** |
| POST GRADE: | £28,000 - £32,414 pro-rata (22 hours) |
| RESPONSIBLE TO: | Director of Operations |
| LOCATION: | Your normal place of work will be a combination of working from the registered County Durham Sport office (Sjovoll Centre, Front Street, Pity Me, Durham, DH1 5BL) and home working. Regular travel is required to both Active Shildon and Active Valley areas.  |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | 6-month fixed term contract to cover maternity leave, within possible extension to 1 year. This post is also open to secondment. |
| DBS CHECK REQUIRED: | This post is subject to DBS check due to County Durham Sport’s office location. |

**PURPOSE**

To coordinate the successful delivery of the Active Places Pilot programmes and support the Steering Groups to develop a sustainable, whole systems approach in increasing physical activity within these targeted areas.

To support economically disadvantaged communities to fit activity into their lives, in a way that works for them, with holistic support to help tackle the wider issues they face, and enabling them to enjoy happier, healthier lives.

**MAIN DUTIES AND RESPONSIBILITIES**

**Active Places:**

1. Act as key point of contact for the Active Places pilot, including attendance at networks and events to learn from/share learning with other partners (local, regional and national).
2. Ensure that effective working relationships are developed and maintained with internal and external partners, organisations, customers and other stakeholders.
3. Coordinate and support consultation and local engagement of wider partners, including other council services, schools, community groups, Area Action Partnerships, appropriate forums and service users to ensure that programmes are shaped to reflect local priorities.
4. Coordinate steering group and task group meetings within both Active Places pilot areas.
5. Work with local partners to gather and develop local insight and understanding in relation to the needs of the target population (i.e. those who are least active) within the two pilot areas.
6. Using insight gathered from the pilot areas, work with key partners and the wider team and Steering Groups to develop and pilot new and different approaches to tackling inactivity.
7. Capture and share learning from the pilot to inform future approaches to tackling inactivity county wide and beyond.
8. Work with the Marketing and Communications Intern to deliver the Marcomms Actions Plans for each of the Active Places projects.
9. Lead on project monitoring and evaluation and associated research working alongside delivery partners, project staff, other local partners and externally appointed researchers.
10. Work with the Director of Operations to implement and advocate an evidence-based approach to programme development and delivery.
11. To support the increase of investment into the Active Places pilot areas and work with colleagues and partners on funding submissions as necessary.
12. Ensure all Sport England data requirements are completed in an efficient and timely manner and contribute to the organistion’s wider monitoring processes and targets.
13. Produce reports, presentations and information, as required by the organisation and external partners, to report against performance and shape future delivery and policy through shared learning.
14. Ensure that programme budgets and targets are managed and met.
15. Work with the Workforce Coordinator to identify and engage wider non-traditional partners and local organisations within each pilot area who can support the engagement of people who are more likley to be inactive and/or social isolated i.e. identify the key local ‘messengers’.

**Other:**

1. Liaise with other officers to ensure the effective internal and external promotion and communication of programmes and interventions.
2. Ensure marcomms plans are embedded into all programmes.
3. Provide support as a general team member in relation to the delivery of County Durham Sport events, activities and other projects as required including transporting equipment when necessary.
4. Contribute to the organisation’s overall insight, safeguarding, equality and continuous improvement work in line with the business plan and targets.
5. Undertake any other duties inline with the grade and general duties of the post.
6. Ensure that all work is carried out in accordance with the organisations policies and procedures.

**PERSON SPECIFICATION**

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| POST TITLE: | **Active Places Coordiantor (Maternity Cover)** |
|  | Essential | Desirable | Assess |
| **QUALIFICATIONS** Qualified to degree level or equivalent qualification in a relevant area or equivalent relevant experience (5 years)A relevant project management qualification  |  |  | Application & Interview |
| **EXPERIENCE** |  |  | Application & Interview |
| Experience of programme/project management (including managing budgets and performance measurers) |  |  |  |
| Experience of coordinating multi agency working groups |  |  |  |
| Experience of reporting and completing monitoring & evaluation reports for projects and funded interventions |  |  |  |
| Experience and ability to effectively develop professional relationships including influencing, advocacy and negotiation |  |  |  |
| Experience of working with Local Authorities, Sports Clubs, Community Sector and National Governing Bodies |  |  |  |
| A track record of producing plans and implementing strategies |  |  |  |
| Experience of completing funding applications across a range of topics |  |  |  |
| Experience of community engagement and insight development |  |  |  |
| Experience of data analysis and outcomes frameworks |  |  |  |
| **KNOWLEDGE** |  |  | Application & Interview |
| An understanding of the benefits of physical activity in supporting health improvement and wider social outcomes |  |  |  |
| A good understanding of physical activity and the wider public health landscape. |  |  |  |
| Knowledge and understanding of behaviour change theory and practice |  |  |  |
| A comprehensive understanding of and commitment to the application of evidence based approaches |  |  |  |
| Understanding of place based and whole systems approaches |  |  |  |
| **SKILLS** |  |  | Application & Interview |
| Evidence of excellent planning, organisational, project management, monitoring and reporting skills |  |  |  |
| Excellent written and oral communication skills, including the ability to write and present effectively |  |  |  |
| Confident and capable in the use of ICT systems and software |  |  |  |
| **PERSONAL ATTRIBUTES**Commitment to continuous professional developmentAbility to work independently and on own initiative effectivelyAbility to work as part of a small or multi-partner teams effectivelyA positive, highly motivated, flexible and “can do” attitudeAbility to prioritise workload and work to tight deadlines effectivelyA demonstrable and firm commitment to the aims, values and policies and procedures of Active Durham |  |  | Application & Interview |
| **OTHER**Guaranteed, reliable access to a suitable vehicle and appropriate insuranceWill be occasionally required to work outside of office hours |  |  | Application & Interview |