

**OADBY AND WIGSTON BOROUGH COUNCIL  
JOB DESCRIPTION**

**POST TITLE:** Physical Activity Coordinator (*Fixed Term until end of June 2022 initially, with possible extension depending on further funding being available*)

**POST NO:** TBC

**SECTION:** Community and Wellbeing

**GRADE:** Band 5

**DEPARTMENT:** Community and Wellbeing Services

**RESPONSIBLE TO:** Community and Wellbeing Manager

**JOB CONTEXT:**

1. To increase the physical activity participation levels of local residents, with a particular focus on underrepresented groups who are most likely to be inactive, and to address the health inequalities in the Borough, through the development, coordination, and promotion of a diverse range of physical activity and health opportunities.
2. Provide advice, assistance and leadership to community stakeholders and external professional partners to increase opportunities to participate in physical activity, sport and health programmes at the community level.
3. To support volunteers and volunteering groups to deliver a range of physical activity opportunities for local residents across the borough.
4. Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Develop and coordinate a range of targeted interventions and health related opportunities in order to increase the participation levels of individuals, groups and communities recognised as having low levels of participation (for example those on low income, disabled people, families including those with complex needs and people with long term health conditions).
2. Commission a team of coaches, instructors, motivators and volunteers to deliver a range of physical activity opportunities for local residents. In addition to producing service level agreements.
3. Ensure that all activity sessions are risk assessed and the delivery of exercise sessions comply with Health and Safety Regulations and minimum operating standards.
4. Develop and deliver a range of consultations with key target groups in order to understand their beliefs, values and behaviours relating to health, physical activity and their lives in general by using behaviour change principles.
5. Analyse and effectively utilise physical activity participation insight data and other relevant research tools to assess the current levels of physical activity in the borough for a range of target audiences.
6. Coordinate the marketing and promotion of local physical activity opportunities, including developing online digital content and use of social media platforms and websites.
7. Work closely with key partners to ensure opportunities are complimentary to and link with other existing programmes.
8. Engage with a variety of community groups and individuals, (including volunteer groups, older people, forums, faith groups and those recognised as having low levels of participation) through talks, presentations and displays, to highlight the benefits of regular

physical activity and volunteering, and develop bespoke programmes to encourage increased participation.

9. Identify, develop and review training opportunities for instructors, casual staff, coaches and volunteers to ensure that they have the necessary knowledge and qualifications to meet requirements of both national and local physical activity guidelines.
10. Assist with managing and monitoring income and expenditure of individual projects through the use of financial software.
11. Monitor and evaluate the success of projects and regularly report progress to the Community and Wellbeing Manager.

### **RESPONSIBILITY FOR RESOURCES:**

Responsibility for cash and sports equipment.

### **KEY FUNCTIONAL LINKS WITH:**

**Internal:** All employees of the Council and Elected Members.

**External:** Residents of the Borough the General Public, other Local Authorities, external suppliers and consultants, and other external bodies, partnerships and organisations as required.

### **WORKING CONDITIONS & ENVIRONMENT:**

1. The post is situated at the Oadby and Wigston Council Offices in Wigston. However you may be required to work from other sites and places within the Borough where your professional attendance is required.
2. The post holder may be required on occasion to work outside normal working hours to attend meetings or other occasions when your professional attendance is required. This will be reimbursed as time off in lieu at the appropriate rate.
3. The post holder will be subject to an Enhanced Criminal Records Bureau check.
4. This is a fixed term contract until end of June 2022 , *with possible extension depending on further funding being available*)

### **ADDITIONAL REQUIREMENTS:**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council's Equality Agenda, pursuant to the Equality Act 2010.
3. Comply with the provisions of the Data Protection Act 2018, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
4. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
5. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council's aim to reach a mutual agreement to

reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.

6. Carry out all duties outlined above in accordance with all Council Policies and procedures.
7. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

May 2021