

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Community Engagement Officer (Active Blaby)
Reports to:	Sport & Physical Activity Team Leader
Scale:	4
DBS:	Yes

Overall Purpose of the Service

- To increase participation in regular sport and physical activity and to improve health and wellbeing for all residents

Overall Purpose of Job

To support the development of the Active Blaby programme by consulting with residents through a variety of means to gain customer insights, product feedback and service improvements to increase their physical activity levels and health & wellbeing whilst developing the local Active Blaby Network

Role Specific Tasks and Responsibilities

1.	Develop a community engagement plan utilising existing research and execute through a variety of methods
2.	Develop and conduct community consultations using different media, analyse the responses utilising a variety of tools and feedback to team in a suitable format
3.	Engage with residents from a variety of demographic groups with differing attitudes to physical activity to market test behaviour change resources and record feedback
4.	Build relationships and deliver a programme of support with community partners to engage them with the Active Blaby Network
Team Tasks and Responsibilities	
5.	Work strategically with key local partners (including Blaby District Local Sports Alliance, Leicester-Shire and Rutland Sport, Leicestershire County Council, Leicestershire Partnership NHS Trust, East Leicestershire & Rutland CCG, other local health agencies, community groups and services, local leisure facilities, sports clubs and freelance instructors) to ensure opportunities are complimentary to and link with other existing programmes in and around the district
6.	Generate new or further developed work streams by identifying and working with new partners to develop new ideas and theories of how to increase physical activity participation
7.	Assist the Sport & Physical Activity Team Leader in developing measures to demonstrate impact of your work, utilising validated measures where possible
8.	Monitor and evaluate the success of projects and regularly report progress to the Local Sports Alliance and Leicester-Shire and Rutland Sport and disseminate work and outcomes to wider partners
9.	Deliver, when required and qualified to, physical activity sessions to ensure continuation of activities takes place and to minimise costs
10.	The post holder may be required to undertake such other duties commensurate with your grade, and/ or hours of work, as may be reasonably be required of you
11.	The post holder maybe required to work evenings and weekends
12.	To comply with all Council policies and procedures

Post Characteristics

Qualifications, essential experience	See Person Specification
Allowances	None
On call/emergency situations	No
Politically restricted posts	No
Casual Mileage	Yes
Must hold a current driving licence and have a car available and	Yes

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insured for business use	
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Health and Safety Responsibilities -	
	Health and Safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities: To be familiar with and at all times comply with:
1.	<ul style="list-style-type: none">• the Council's general health and safety policy,• the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and• local department specific health and safety procedures as amended or added to from time to time.
2.	To be responsible for the effective implementation of the Council's Health and Safety Policy and procedures within their Services and report any corporate or significant issues to Director of Operations as the lead officer on Corporate HSW
3.	Further Health & Safety information related to this post will form part of your Contract of Employment

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Sport & Physical Activity Team Leader
Approved by:	Health, Leisure & Tourism Services Manager
Evaluated:	23 rd October 2020
Latest Version Date:	29 March 2021
Job Evaluation:	A1933

PERSON SPECIFICATION

Job Title Community Engagement Officer (Active Blaby)

Directorate Regulatory and Leisure Services

Division Health, Leisure & Tourism Services

Date completed 29 March 2021

Completed by Darren Farish

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
<ul style="list-style-type: none"> • Knowledge of quantitative and qualitative data collection techniques 	E	4
<ul style="list-style-type: none"> • Knowledge of quantitative and qualitative analysis 	E	4
<ul style="list-style-type: none"> • Knowledge of community engagement methods and techniques 	E	3,4
<ul style="list-style-type: none"> • Knowledge of current legislation with regards to Health and Safety, Data Protection, Safeguarding and Equal Opportunities 	E	4
<u>Skills/Abilities</u>		
<ul style="list-style-type: none"> • Able to communicate clearly, confidently and appropriately using the best tools and methods for the task. 	E	3,4
<ul style="list-style-type: none"> • Ability to build rapport to motivate and inspire individuals and groups to feedback openly and honestly about personal behaviours and opinions 	E	4
<ul style="list-style-type: none"> • Working and/or communicating with a wide range of people from different sectors and maintaining good working relationships 	E	3,4
<ul style="list-style-type: none"> • An ability to write accurate and concise reports 	E	3,4

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<ul style="list-style-type: none"> • Ability to work as part of a team and work collaboratively on programmes • Ability to be self-motivated and generate and organise personal workload • Be able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality. 	E	4
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Collating perspectives of the public and local communities through questionnaires, group work or effective engagement with stakeholders • Stakeholder mapping and drafting communications for a range of audiences, residents, businesses, community groups • Have extensive communication and engagement planning including designing processes and creating templates • Experience of working with a wide range of people with different abilities • Experience of working on slightly complex formats of IT programmes, e.g. MS Word, Excel etc. • Data collection and analysis/database management 	E	3,4
<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> • GCSE in English and Maths (or equivalent) • Hold a valid full UK driving licence and insured for business use 	E	3,5
<p><u>Other</u></p> <ul style="list-style-type: none"> • Demonstrate a willingness to undergo relevant training and a commitment to continuous professional development 	E	4

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• Willingness to undergo DBS check	E	4
• Willingness to work unsociable hours and work to deadlines	E	4
• Ability and environment to be able to work remotely effectively (equipment provided)	E	4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence