

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Active Blaby Referral Co-ordinator
Reports to:	Sport & Physical Activity Team Leader
Scale:	4
DBS:	No

Overall Purpose of the Service

To increase participation in regular physical activity to improve health and wellbeing for all residents in Blaby District and Oadby & Wigston

Overall Purpose of Job

To increase the physical activity levels of adults aged 16 years plus through the development, coordination and promotion of Physical Activity Referral programmes based in the community and in leisure settings.

To support residents to increase their physical activity levels through personal engagement and by using behaviour change techniques help gain access to opportunities to achieve outcomes.

Key Roles, Tasks and Responsibilities

1.	To deliver and develop the Active Blaby Referral programme. To triage individuals and identify the most effective behavioural techniques and activities to meet the specific health needs of the individual.
2.	To develop alternative provision for people with various health conditions, through programme delivery, signposting, referring and/or the creation of resources.
3.	Work closely with key local health and wellbeing partners to promote the programme and to generate referrals of suitable residents to specialist activity programmes through Active Blaby.
4.	Maintain database of referral patients and their progress, including records of contacts, evaluations, onward referrals, follow up contact and to chase up non-attendance
5.	Work strategically with key local partners (including Active Together, Leicestershire County Council, Leicestershire Partnership NHS Trust, Leicestershire Integrated Care Board, other local health agencies, community groups and services, local leisure facilities, sports clubs and free lance 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.	Develop a range of targeted interventions in order to increase the participation of individuals, groups and communities recognised as having low levels of participation, especially people with disabilities, long term health conditions, older people and lower income households.
8.	Assist the Sport & Physical Activity Team Leader in developing measures to demonstrate impact of programmes, utilising validated measures
9.	Monitor and evaluate the success of projects and regularly report progress to funders and disseminate work and outcomes to wider partners
10.	Recruit, organise and supervise a team of coaches / instructors / motivators / casual staff and volunteers to deliver and develop a range of physical activity opportunities in the district
11.	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 as well as local need and demand
12.	Deliver, when required, physical activity sessions to ensure continuation of activities takes place
13.	Ensure that all activity sessions provided by Blaby District Council are risk assessed and the delivery of exercise sessions comply with Health and Safety Regulations
14.	Meet regularly with the other locality officers for Blaby District and the wider Physical Activity

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	Network to discuss joint initiatives, sharing of resources, training of volunteers and the planning of future complementary programmes
15.	Attend meetings as required, which may be outside normal office hours and at weekends
16.	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
17.	The post holder maybe required to work evenings and weekends
18.	The post holder may be required to work for agreed periods of time in other Local Authority districts/ areas/, at the discretion of the designated line manager

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 insured for use for work.	Yes

Health and Safety Responsibilities -	
1.	<p>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:</p> <p>To be familiar with and at all times comply with:</p> <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 Service Manager
Evaluated:	A2074 (previously A422)
Latest Version Date:	22 nd March 2023

PERSON SPECIFICATION

Job Title Active Blaby Referral Co-ordinator

Directorate Business, Partnerships & Health Improvement

Division Health, Leisure and Tourism Services

Date completed 22nd March 2023

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 behaviour change techniques • Knowledge of good practice and guidelines for Health Referral Schemes (ie. Exercise Referral) • Knowledge of current legislation with regards to Health and Safety, Data Protection, Safeguarding and Equal Opportunities 	<p>E</p> <p>E</p> <p>E</p>	<p>4</p> <p>4</p> <p>3</p>
<u>Skills/Abilities</u> <ul style="list-style-type: none"> • Excellent verbal communication and interpersonal skills • An ability to write accurate, creative and concise reports • Ability to work as part of a team and work collaboratively on programmes • Ability to motivate and inspire individuals and groups to create and achieve their goals • 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>3,4</p> <p>3</p> <p>4</p> <p>4</p> <p>4</p> <p>3</p>
<u>Experience</u> <ul style="list-style-type: none"> • Experience of co-ordinating and delivering on health referral programmes • Experience of working with a wide range of people with different abilities • Working with individuals to achieve health 	<p>E</p> <p>E</p> <p>E</p>	<p>3</p> <p>3</p> <p>3</p>

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<p>outcomes</p> <ul style="list-style-type: none"> • Experience of working on slightly complex formats of IT programmes, e.g. MS Word, Excel etc. • Data collection and analysis/ database management • Experience of working with people with complex health needs and/or behaviours • Reporting results of community based participation programmes • Experience of working with referral software packages • Engaging organisations to support your programmes 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>3</p> <p>3</p> <p>4</p> <p>4</p> <p>3</p> <p>4</p>
<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> • Hold a valid full UK driving licence and insured for business use • Level 3 Exercise Referral qualification • Health and/or fitness qualifications – Cardiac Rehab, Walk leader, Specific Populations • Behaviour Training/Motivational Interviewing training • First Aid Qualification 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>3,5</p> <p>3,5</p> <p>3,5</p> <p>3,5</p> <p>3,5</p>
<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 • Willingness to undergo DBS check • Willingness to work unsociable hours and work to deadlines 	<p>E</p> <p>E</p> <p>E</p>	<p>3</p> <p>3</p> <p>3</p>

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