**JOB DESCRIPTION**

**Adult & Community Based Services**

## **JOB TITLE**: LIFESTYLE INTERVENTION OFFICER

**SECTION:** PREVENTATIVE AND COMMUNITY BASED SERVICES

**GRADE:**  BAND 8

**RESPONSIBLE TO:** HEALTH AND EXERCISE COORDINATOR

**POST REFERENCE:** SR -107277

### Purpose of Post

To provide an effective and efficient lifestyle intervention service to the people of Hartlepool.

# Relationships

1. To work with all sections of the community, including individuals and groups, in promoting the provision, availability and benefits of maintaining a healthy lifestyle.
2. To work in partnership with all sections of Preventative and Community Based Services, to co-ordinate programmes of activity/services which meet the needs of the people of Hartlepool.
3. To establish and maintain liaison with local, regional and national agencies to the benefit of services to the public.
4. To liaise with all Council Departments to ensure the effective and efficient delivery of lifestyle related programmes.

# **Duties/Responsibilities**

1. To develop, promote and increase access to lifestyle prevention and intervention activities to the widest possible audience, with particular emphasis on those with health inequalities and underrepresented groups and ensuring the delivery of service objectives.
2. To develop targeted programmes, special events and initiatives in consultation with colleagues and external agencies, maximising the opportunities offered by Preventative and Community Based Department.
3. To promote the activities of all of Preventative and Community Based Services to accommodate the needs of service users.
4. To enthusiastically promote specific services and activities to support the change of preconceived perceptions, break down barriers to participation and maximise awareness of what is available to members of the public.
5. To deliver person centred services focusing on behaviour change and brief intervention to support someone to actively engage in lifestyle change and work with them on goal setting and accessing appropriate services for support.
6. To ensure effective delivery of targeted services including the Lifestyle Intervention exercise referral programme, Diabetes prevention/intervention, social care programmes and other programmes that support those most in need to reduce health inequalities across the Hartlepool population.
7. To produce promotional materials including posters, leaflets, newsletters and updating the website.
8. To mentor, supervise and develop appropriate staff including interns, instructors, coaches and volunteers and to foster good communications and good practice in carrying out the Council’s policies.
9. To lead activity sessions, courses, workshops and/or training programmes as required.
10. To lead on sessions including providing cover for staff absence and sickness as necessary.
11. To maintain quality service delivery and quality assurance through the mentoring and advocacy of other staff within the department
12. To assist in the forward planning for Preventative and Community Based Services and to assist in the development of plans or funding bids aimed at securing resources for the continual improvement upon the delivery of services.
13. To assist in the preparation of estimates for programmes and services and to ensure financial control over these and any other relevant budgets or externally funded projects within their remit.
14. To assist in applying for and promoting funding opportunities
15. To assist in the monitoring and the evaluation of the Lifestyle Intervention programmes and services, producing regular reports and statistical information detailing progress as required.
16. Any other duties of a related nature which might reasonably be required and allocated by line and senior managers.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES AND A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

Date: 7/03/2019