**DARLINGTON BOROUGH COUNCIL**

**SERVICES GROUP**

**JOB DESCRIPTION**

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| **POST TITLE :** | Move More Officer |
| **PAY BAND :** | Band 7  |
| **JOB EVALUATION NO.** | D3266 |
| **REPORTING RELATIONSHIP:** | Move More Manager. |
| **JOB PURPOSE :** | To support the day to day operations at Eastbourne Sports Complex and to support people and communities in Darlington to adopt and maintain active lifestyles. Support will be focused upon both sport and physical activity. |
| **POST NO.** | POS00411 |
| **PDR COMPETENCY****FRAMEWORK** | Level 1, Expected Competencies for all employees |

**MAIN DUTIES/RESPONSIBILITIES**

1. To support Healthy Darlington as a whole to promote and develop opportunities for local residents to adopt and maintain healthy and active lifestyles.
2. To deputise for the Move More Manager when required.
3. To plan, coordinate and deliver projects that support local people to take part in sport and physical activity.
4. To support the Move More Manager to strategically plan the work of the Move More and Eastbourne Complex Team
5. To manage staff and elements of the day-to-day operation of the team at Eastbourne Sports Complex including the Move More Team
6. To open the leisure buildings and to ensure that the building is vacated prior to initiating the security systems and be responsible for the safe evacuation of the buildings in the event of an emergency situation.
7. To provide detailed daily service monitoring reports on all aspects of the building operation and liaise with external agencies to ensure a safe environment is maintained within the facility.
8. To ensure staff and activity comply with relevant Health & Safety legislation and to administer First Aid when necessary and take responsibility for the Defibrillator Machine and Oxygen Therapy in a code blue situation.
9. Implement the repairs and maintenance system within specified guidelines.
10. To support the strategic planning for the development of Healthy Darlington, and to lead on the planning and delivery of a strategic business and development strategy for Eastbourne Sports Complex
11. To manage budgets of relevant projects, ensuring that every £1 is well spent.
12. Ensure that relevant data and intelligence is collected to and recorded to enable the results achieved by the team to be measured and reported.
13. To understand the process of behaviour change, and to be able to support individual progress through it, particularly in relation to sport and physical activity.
14. To identify & develop relationships with both local sport & non-sport sectors (community, voluntary, statutory, private etc.) and encourage their engagement with sport and physical activity and its wider benefits.
15. To provide support to groups within society who experience the most health inequalities, taking account of the unique set of challenges and opportunities experienced by each group and adjusting delivery style and approach accordingly.
16. To assist and encourage local community groups and organisations to deliver high quality services, and to encourage and support individuals and community groups to attain and access relevant affiliations and qualifications.
17. To train and support local leaders, coaches and officials who will lead and support local delivery of sport and physical activity.
18. Deliver brief interventions in all of the key health improvement areas, access relevant support networks and refer to more specialist support when necessary, in exceptional circumstances this may be a recommendation/ referral for acute medical care.
19. To support local community groups and organisations to access external funding to increase participation and widen access.
20. Develop systems and opportunities to celebrate the success of local groups and organisations that support healthy lifestyles, and to facilitate opportunities to share success and support.
21. To write and submit reports and financial information to managers and funders to demonstrate the impact and effectiveness of the service and facility.
22. Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.
23. Behave according to the Employees’ Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Carry out your role in line with the Council’s Equality agenda.
25. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
26. Any other duties of a similar nature related to this post that may be required from time-to-time.
27. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
28. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
29. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
30. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date : April 2019

**DARLINGTON BOROUGH COUNCIL**

**SERVICES GROUP**

**MOVE MORE OFFICER**

**POST NO - POS00411**

All appointments are subject to satisfactory references.

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| **Criteria No.** | **Attribute** | **Essential****(E)** | **Desirable****(D)** |
|  | **Qualifications & Education** |  |  |
| **1** | NVQ level 3 or equivalent Management/Business qualification |  | **D** |
| **2** | Level One Coaching Qualification/Leadership Qualification |  | **D** |
| **3** | Level Two Coaching Qualification/Leadership Qualification |  | **D** |
|  | **Experience & Knowledge** |  |  |
| **4** | Approximately two years’ experience of managing and leading a team within a leisure facility | **E** |  |
| **5** | Experience of working with community groups and individuals of varying ages including those who require additional support | **E** |  |
| **6** | Knowledge and understanding of the main agencies with an interest in health and improvement and sport and physical activity | **E** |  |
| **7** | Approximately one year experience of budget monitoring and evaluation  | **E** |  |
| **8** | Experience of working with the public and dealing with enquiries and complaints | **E** |  |
| **10** | Awareness of health and safety requirements | **E** |  |
| **11** | Experience of cash handling | **E** |  |
| **12** | Approx. 2 years’ experience of interpreting legislation, policy or procedures to give recommendations and advice | **E** |  |
|  | **Skills** |  |  |
| **13** | Ability to keep accurate records and ensure relevant information is communicated to others | **E** |  |
| **14** | Ability to develop effective working relationships with a range of partners and stakeholders | **E** |  |
| **15** | Ability to communicate both orally and in writing to a wide range of audiences. | **E** |  |
| **16** | IT literate, capable of using MS Word, Excel, Access and other office packages | **E** |  |
| **17** | Able to deal confidently with members of the public, colleagues and external organisations  | **E** |  |
| **18** | Ability to establish priorities and achieve deadlines | **E** |  |
| **19** | Ability to work on own initiative and effectively as part of a team. | **E** |  |
| **20** | Ability to lead and motivate a team | **E** |  |
|  | **Personal Attributes** |  |  |
| **21** | Commitment to promoting the benefits of sport and physical activity | **E** |  |
| **22** | Committed to high standards of customer service | **E** |  |
|  | **Special Requirements** |  |  |
| **23** | A flexible approach to working time arrangements to be available to work at short notice including evenings, weekends and Bank Holidays | **E** |  |
| **24** | Access to reliable transport in order to carry out the travelling requirements of the post | **E** |  |
| **25** | Satisfactory Enhanced Disclosure & Barring Service check | **E** |  |