

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Active Places Coordinator** |
| POST NUMBER: | CDS/APC2020 |
| POST GRADE: | £25,008 - £28,950 |
| RESPONSIBLE TO: | Assistant Director |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office – Sjovoll Centre, Front Street, Pity Me, Durham, DH1 5BZ, However, you will be based within the community of Active Shildon and Active Valleys 1 day per week in each location |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | The post is fixed term (12 months), this is also open as a secondment opportunity |
| DBS CHECK REQUIRED: | This post is subject to DBS check |

**PURPOSE**

To coordinate the successful delivery of the Active Places Pilots and support the wider outcomes and priorities identified by the Active Durham Strategic Committee.

Support economically disadvantaged communities to fit activity into their lives, in a way that works for them, with holistic support to help tackle the wider issues they face, and enabling them to enjoy happier, healthier lives.

**MAIN DUTIES AND RESPONSIBILITIES**

**Active Places (3 days):**

1. Act as key point of contact for the Active Places pilot, including attendance at networks and events to learn from/share learning with other partners (local, regional and national).
2. Ensure that effective working relationships are developed and maintained with internal and external partners, organisations, customers and other stakeholders.
3. Coordinate and support consultation and local engagement of wider partners, including other council services, schools, community groups, Area Action Partnerships, appropriate forums and service users to ensure that programmes are shaped to reflect local priorities.
4. Coordinate steering group and task group meetings within both Active Places pilot areas.
5. Work with local partners to gather and develop local insight and understanding in relation to the needs of the target population (i.e. those who are least active) within the two pilot areas.
6. Using insight gathered from the pilot areas, work with key partners and the wider Active Durham team to develop and pilot new and different approaches to tackling inactivity.
7. Capture and share learning from the pilot to inform future approaches to tackling inactivity county wide and beyond.
8. Lead on project monitoring and evaluation and associated research working alongside delivery partners, project staff, other local partners and externally appointed researchers.
9. Work with the Development Manager to implement and advocate an evidence-based approach to programme development and delivery.
10. To lead Active Durham’s drive to increase investment into the Active Places pilot areas and work with colleagues and partners on funding submissions as necessary.
11. Ensure all Sport England data requirements are completed in an efficient and timely manner and contribute to the organistions wider monitoring processes and targets.
12. Produce reports, presentations and information, as required by the organisation and external partners, to report against performance and shape future delivery and policy through shared learning.
13. Ensure that programme budgets and targets are set, managed and met.
14. Work with the Workforce Coordinator to identify and engage wider non-traditional partners and local organisations within each pilot area who can support the engagement of people who are more likley to be inactive and/or social isolated i.e. identify the key local ‘messengers’.

**Additional Active Durham prioirties (2 days):**

1. As directed by Development Manager, support the development of initiatives and projects to support other Active Durham priortiy target groups.
2. Work with Development Manager and key partners to identify, secure or align existing resources to develop and trial initiatives to support priority areas.
3. Plan, develop and deliver interventions in response to identified priorities
4. Establish and maintain excellent working partnership networks and relationships with partners
5. Raise partner awareness and understanding of “what works” locally, to help inform future policy and delivery, by synthesising and communicating learning, insight and evidence (e.g. through case studies, reports, analysis of consultation etc).

**Other:**

1. Liaise with other officers to ensure the effective internal and external promotion and communication of programmes and interventions.
2. Ensure marcomms plans are embedded into all programmes.
3. Provide support as a general team member in relation to the delivery of Active Durham events, activities and other projects as required including transporting equipment when necessary.
4. Contribute to the organisations overall insight, safeguarding, equalities and continuous improvement work in line with the Active Partnerships business plan and targets.
5. Undertake any other duties inline with the grade and general duties of the post.
6. Ensure that all work is carried out in accordance with the organisations policies and procedures.

**PERSON SPECIFICATION**

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| POST TITLE: | **Active Places Coordiantor** |
| POST NUMBER: | CDS/APC2020 |

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|  | Essential | Desirable | Assess |
| **QUALIFICATIONS**  Qualified to degree level or equivalent qualification in a relevant area or equivalent relevant experience (5 years)  A relevant project management qualification |  |  | Application & Interview |
| **EXPERIENCE** |  |  | Application & Interview |
| Experience of programme/project management (including managing budgets and performance measurers) |  |  |  |
| Experience of coordinating multi agency working groups |  |  |  |
| Experience of reporting and completing monitoring & evaluation reports for projects and funded interventions |  |  |  |
| Experience and ability to effectively develop professional relationships including influencing, advocacy and negotiation |  |  |  |
| Experience of working with Local Authorities, Sports Clubs, Community Sector and National Governing Bodies |  |  |  |
| A track record of producing plans and implementing strategies |  |  |  |
| Experience of completing funding applications across a range of topics |  |  |  |
| Experience of community engagement and insight development |  |  |  |
| Experience of data analysis and outcomes frameworks |  |  |  |
| **KNOWLEDGE** |  |  | Application & Interview |
| An understanding of the benefits of physical activity in supporting health improvement and wider social outcomes |  |  |  |
| A good understanding of physical activity and the wider public health landscape. |  |  |  |
| Knowledge and understanding of behaviour change theory and practice |  |  |  |
| A comprehensive understanding of and commitment to the application of evidence based approaches |  |  |  |
| Understanding of place based and whole systems approaches |  |  |  |
| **SKILLS** |  |  | Application & Interview |
| Evidence of excellent planning, organisational, project management, monitoring and reporting skills |  |  |  |
| Excellent written and oral communication skills, including the ability to write and present effectively |  |  |  |
| Confident and capable in the use of ICT systems and software |  |  |  |
| **PERSONAL ATTRIBUTES**  Commitment to continuous professional development  Ability to work independently and on own initiative effectively.  Ability to work as part of a small or multi-partner teams effectively  A positive, highly motivated, flexible and “can do” attitude  Ability to prioritise workload and work to tight deadlines effectively  A demonstrable and firm commitment to the aims, values and policies and procedures of Active Durham |            |  | Application & Interview |
| **OTHER**  Guaranteed, reliable access to a suitable vehicle and appropriate insurance  Will be occasionally required to work outside of office hours |    |  | Application & Interview |