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| **Job Description** |
| **Post title** | Project Co-ordinator - We Are Undefeatable |
| **JE Reference No** | N10787 |
| **Grade** | Grade 8 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Culture, Sport & Tourism – Culture & Sport Services Management |
| **Reporting to** | The post holder will be accountable to the Cultural Services and Development Manager but will also work closely with colleagues from the Wellbeing for Life service to successfully link in with a network of key partners both within the council and across the NHS. |
| **Location** | Your normal place of work will be Council Offices, Green Lane, Spennymoor, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To build on the success of the national ‘We Are Undefeatable’ campaign by developing and promoting a local, place-based mobilisation programme to support people living with multiple long term health conditions (LTCs) to be more active, improve physical and mental wellbeing and begin and sustain positive behaviour change.

To work with key partners to build capacity across the system and transform the workforce in its broadest sense to be able to promote, advocate and encourage participation in physical activity for people living with long term health conditions.

To coordinate the successful delivery of the ‘We Are Undefeatable Durham’ pilot project and support the wider outcomes and priorities identified by the Project Steering Group.

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| **Duties and responsibilities** |

Listed below are the duties and responsibilities the post will be primarily responsible for :

* Act as key point of contact for the ‘We Are Undefeatable Durham’ pilot project, including attendance at networks and events to learn from/share learning with other partners (local, regional and national).
* To enable people with long-term health conditions 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 inspiring them to enjoy happier, healthier lives.
* To build capacity, linked to the Clinical Champions and Moving Medicine programmes, among clinical, care and allied health professional teams which will support staff to be able to begin meaningful conversations with people living with long term health conditions.
* To develop and deliver a community resilience and capacity building programme for staff and volunteers within wider organisations in target localities such as community centres, libraries, e.g. core offer to include MECC and MHFA training
* To undertake a skills and capacity audit of the current activities provided, both in-house and by key partners, to ensure adequate and appropriate provision is available and accessible to people living with long term health conditions in target localities.
* Work with colleagues and partners to develop community engagement plans through application of the County Durham Approach to Wellbeing.
* Ensure that effective working relationships are developed and maintained with internal and external partners, organisations, customers and other stakeholders.
* Coordinate steering group and task group meetings within targeted localities.
* Work with local partners to gather and develop local insight and understanding in relation to the needs of those who have long-term health conditions and are least active within target localities.
* Lead on the project monitoring and evaluation process and impact of this mobilisation programme, from the perspectives of partners, key stakeholders and people living with long-term health conditions
* Work with key partners to develop an action research programme which implements and advocates an evidence-based approach to programme development and delivery.
* Develop and maintain a high profile, locally relevant marketing campaign, which is inspired by, and features, the real-life experiences of people living with long-term health conditions getting active.
* Ensure all Sport England data requirements are completed in an efficient and timely manner and contribute to the organisation’s wider monitoring processes and targets.
* Produce reports, presentations and information, as required by the council and external partners, to report against performance and shape future delivery and policy through shared learning.
* Ensure that programme budgets and targets are set, managed and met.
* To develop partnership collaboration with a specific focus to challenge misconceptions (professional and individual) about being active whist living with LTCs.
* Plan, develop and deliver interventions in response to identified priorities.
* 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).

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ level 4 qualification or equivalent in a relevant discipline
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| * Have completed a recognised project management qualification
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| Experience |

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| * Experience of programme/project management (including managing budgets and performance measurers)
* Experience of developing and delivering capacity building programmes for staff and volunteers
* Experience of coordinating multi-agency working groups
* Experience of reporting and completing monitoring & evaluation reports for projects and funded interventions
* Experience of working with public health, NHS clinical, care and allied health professional teams, Voluntary and Community Sector and National Governing Bodies
* Experience of community engagement and insight development
* Experience of data analysis and outcomes frameworks
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 | * Experience and ability to effectively develop professional relationships including influencing, advocacy and negotiation
* A track record of producing plans and implementing strategies
* Experience working with Sport England/National Portfolio Organisations
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| Skills & Knowledge | * 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
* 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
 | * Knowledge and understanding of place based and whole systems approaches
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| Personal Qualities | * Ability to work independently and on own initiative effectively
* Ability to work as part of a small or multi-partner team(s) effectively
* Ability to prioritise workload and work to tight deadlines effectively
* Access to a car and a current valid driving licence and appropriate insurance or means of mobility support
* Flexible and adaptable approach to work and may be required to work outside of normal office hours
* A positive attitude and highly motivated to provide a high-quality service
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