

Evaluation Date	
Grade	8

JOB DESCRIPTION

Job Title:	Health Development Officer	Reports to:	Physical Activity & Health Manager
Department:	Active Communities	Location:	Vantage Point & Across Venues
Work Pattern:	Full Time	Contract Status:	Permanent

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

You will develop new and existing physical activity programmes to improve the health and wellbeing of people in Edinburgh. These projects should meet the needs of those with wide ranging health conditions and empower them to lead healthier lifestyles.

KEY RESULT AREAS	
Key Responsibility	Expected time spent (%)
<p>1. You will be responsible for developing and delivering health and wellbeing projects which will focus on a specific area of health.</p> <ul style="list-style-type: none"> a. Develop and deliver project plans meeting agreed aims and objectives b. Develop exit strategies from projects which enable people to remain active c. Develop concepts for business cases and support the development of funding applications d. Manage budgets and project future expenditure 	30%
<p>2. Lead and develop your team to deliver effective health and wellbeing projects. You will do this by:</p> <ul style="list-style-type: none"> a. Providing appropriate support, guidance and feedback to your project team so they are able to do their jobs effectively. b. Managing the resource within your team through working hours, annual leave and sickness absence. c. Recruiting, inducting and performance managing your direct reports to ensure ongoing development. 	30%
<p>3. Record, monitor, evaluate and evidence programme performance; demonstrating the impact your project is having on the health and wellbeing of participants. You will do this through the use of:</p> <ul style="list-style-type: none"> a. The Active Communities evaluation framework b. Evaluation reports to inform key stakeholders c. Creative methods to demonstrate impact (e.g. Case Studies, Films) 	20%
<p>4. Working within an agreed locality area you will develop relationships with key health partners (e.g. NHS, Voluntary Sector) to raise awareness of the work we do and ensure a joined up approach to physical activity. This will include:</p> <ul style="list-style-type: none"> a. Representing EL at locality Health and Wellbeing meetings to ensure information is shared and priorities identified. b. Profiling our programmes and services to raise awareness and position EL as the go to provider of physical activity 	10%
<p>5. Using your specialist knowledge and understanding of health conditions you will influence strategic decision making to remove barriers for people to use our facilities. This could include:</p> <ul style="list-style-type: none"> a. Influencing building or programme design to maximise accessibility for specific target groups (e.g. people with dementia) b. Make recommendations for pricing and operational procedures c. Influence marketing activities to make it easy for our customers to stay informed, and keep connected d. Ensure our teams are adequately trained to meet the needs of these individuals 	10%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Up to 4 members of staff
Salary bill for all staff reporting:	Up to £70k
Responsibility for finance and level of financial control:	Responsibility for monitoring and reporting on project delivery budget (<£20k).
Responsibility for Physical Resource:	Make decisions for equipment purchase as necessary to deliver projects and activities. Driving EL van. Organise appropriate staffing in place to deliver projects (e.g. instructors).
Responsibility for Data and Information:	Responsible for overseeing the management, monitoring and analysis of all data related to relevant Active Communities projects and programmes including customer records. Responsible for handling confidential information in a safe and secure manner.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> You are responsible for the management and delivery of health and wellbeing projects and will be expected to make appropriate decisions. Develop and deliver a range of targeted activity projects for specific health conditions. You will advise managers on how best to engage with these target groups and develop sustainable programmes in their venue. You will be responsible for finding the appropriate resources to meet the needs of your project(s). You will use your specialist knowledge and expertise to influence others. You know when to involve others in key decision making and share information appropriately so resources are best utilised. You will contribute to corporate project teams, influencing the work they undertake and the achievement of project outcomes. You will be expected to inform others, share your knowledge and promote and encourage good practice throughout the organisation. You have the responsibility for managing your own workload to achieve the goals agreed by your line manager. You will be expected to keep your line manager informed during regular review meetings. You are responsible for maintaining ongoing CPD required for your role.
Communication & Representing The Organisation
<ul style="list-style-type: none"> Confidently express your opinion, articulate your vision and share proposals for programme development to a range of audiences. You may be required to facilitate/deliver training. Provide regular performance feedback to a range of stakeholders.

- Take a proactive approach leading communication with internal and external stakeholders.
- Lead, facilitate and represent EL positively at various forums seeking opportunities to share best practice, programme development etc.
- You will be required to share information in a variety of different formats (e.g. presentations, report writing).
- Communicate the impact of our work through success stories and case studies.
- Develop and maintain a network of strategic partnerships.
- Ensure all public communications are appropriate and accessible for your target audience (e.g. translations, accessible formats)

Safeguarding Our Customers

Take an active role in your safety, and the safety of your team, and your customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.

You must understand and fulfil your role (following training) in:

- Edinburgh Leisure's Health and Safety policy
- Edinburgh Leisure's Child Protection policy
- Your venue's Emergency Action Plan (EAP)
- Your venue's Normal Operating Plan (NOP)

Understand the H&S obligations of various sports activity and ensure Edinburgh Leisure is fully compliant to mitigate any associated risk.

You are expected to operate within and meet the needs of the Equalities Act.

Problem Solving

- You will identify things that prevent people with health conditions from being active, and make recommendations how to mitigate these.
- You may have multiple projects or areas of work running in tandem, you will be expected to manage these to standard within identified timescales. You will have the support of your manager to help prioritise if required.
- Monitor and evaluate all aspects of performance within our programmes and make recommendations on how best to improve performance by consulting with customers, colleagues and partners.
- Request research on non-user and user groups and evaluate findings to inform programming decisions.
- Analyse and prepare accurate programme performance reports, report on Personal Performance Objective (PPOs) and make recommendations on outcomes.
- Review, analyse and develop resources to ensure optimum city wide service delivery, identify gaps and opportunities to develop programmes.

Impact On Organization

By enabling those with health conditions to participate in physical activity you will improve lives and their health and wellbeing. You will support some of the hardest to reach and vulnerable people in the city to get active, resulting in improved health, better social interaction and less reliance on public services.

JOB DEMANDS	
Physical	You will be predominately office based with regular meetings or visits at other EL facilities and community venues. You will be required to set up equipment for events, take part in activities and deliver training on an occasional basis.
Mental	You are expected to lead and facilitate a number of project and meeting forums. Therefore, the need to respond in a positive effective way is essential. You are expected to multi task and prioritise your workload effectively to meet the needs of the programme and stakeholders. You will be required to deliver the business plan. You will be expected to participate fully in team activities or projects.
Emotional	You are expected to always act in a professional manner; you may be faced with challenging situations and will need to be able to deal with these appropriately.
Environmental	You will be required to work at head office, Edinburgh Leisure facilities and community settings.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	A recognised degree with at least 3 years' work experience in a physical activity, health or community development background.	Degree in a related field related to physical activity and health Public Health Qualifications such as Health and Community Development Exercise Referral or equivalent level 3 qualification First Aid Qualification
Knowledge and Experience:	<p>Knowledge: You should be able to demonstrate and evidence an understanding of core principles of physical activity, health or community development.</p> <p>Experience: Working with community groups to promote physical activity.</p> <p>Proven track record of achievement in delivering physical activity programmes for people experiencing health inequalities.</p> <p>Effective partnership working</p>	<p>Experience of delivery within sporting pathways, health and/or nutrition</p> <p>Ability to work successfully with a diverse group of partners, internally and externally.</p> <p>Proven track record of effective project and partnership management</p> <p>Experience of monitoring and evaluating community development projects</p>
Additional Requirements (e.g. competencies):	Refer to the Essentials framework.	

DISCLOSURE/PVG REQUIREMENTS
PVG

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed

Date