

Evaluation Date	
Grade	

JOB DESCRIPTION

Job Title:	Active Communities Supervisor	Reports to:	Active Communities Development Officer
Department:	Active Communities	Location:	Vantage Point & Across Venues
Work Pattern:	35.75 hrs per week including evenings and weekends	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 co-ordinate, plan and deliver new and existing physical activity and health improvement sessions across Edinburgh. These sessions should meet the needs of those experiencing health inequalities and empower them to lead healthier lifestyles.

KEY RESULT AREAS	
Key Responsibility	Expected time spent (%)
1. Plan and co-ordinate a range of physical activity and health improvement and education sessions. <ul style="list-style-type: none"> a. Prepare all the recourses, materials and equipment for the effective delivery of these courses b. Design appropriate follow on sessions to keep people active 	20%
2. Lead the delivery of health improvement and education sessions across Edinburgh in a range of community settings. This will include: <ul style="list-style-type: none"> a. Group based health improvement and education sessions b. One to one motivational sessions c. Support the delivery of physical activity sessions where appropriate 	30%
3. Collate feedback from participants and monitor performance to support project evaluation. <ul style="list-style-type: none"> a. Identify potential case studies b. Work in line with the Active Communities evaluation framework 	20%
4. Assess the needs of individuals to ensure we are giving them the right level of support to be active. Identify those who need specialists support and make recommendations to wider Health Professionals as appropriate.	10%
5. Provide ongoing support for individuals to keep them active upon completion of project. This will include: <ul style="list-style-type: none"> a. Motivational Support b. Group and one to one follow up sessions c. Ensuring people have the right information to stay active 	20%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Nil
Salary bill for all staff reporting:	Nil
Responsibility for finance and level of financial control:	Small budget for session delivery
Responsibility for Physical Resource:	Make recommendations for equipment purchase as is necessary to deliver sessions. Driving EL van. Organise session materials and resources.
Responsibility for Data and Information:	Access to Active Communities participant records. Ensuring all session registers are completed. Responsible for handling confidential information in a safe and secure manner.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations

- You are responsible for planning and co-ordinating a range of physical activity and health improvement sessions.
- You will deliver a range of physical activity and health improvement sessions to a wide range of people.
- You will advise Development Officers on how best to engage with these target groups to support the continued development of these sessions.
- You will be responsible for finding the appropriate resources to meet the needs of these sessions.
- You will use your specialist knowledge and expertise to deliver informative and impactful sessions.
- Know when to involve others in key decision making and share information appropriately so resources are best utilised.
- You will be expected to inform others, share your knowledge and promote and encourage good practice throughout the Active Communities team.
- 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.
- Maintain ongoing CPD required for your role.

Communication & Representing The Organisation

- Express your opinion to support continuous improvement of the sessions and customer experience.
- Confidently deliver group physical activity and health improvement sessions.
- Provide regular feedback to a range of stakeholders (e.g. staff and participants).
- Attend meetings both internally and externally as required to support the development of the sessions.
- 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, evaluation, report writing).
- Interact with your customer, colleagues, volunteers and visitors in a positive, confident and helpful manner.

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
<ul style="list-style-type: none"> You will identify things that prevents people with health inequalities from being active, and make recommendations how to mitigate these. Deal with enquiries effectively and in line with Edinburgh Leisure's Values, feeding back to Development Officer as appropriate. Know when to escalate issues to Active Communities management should you be unable to resolve or respond to enquiries. Analyse and prepare accurate performance reports, report on Personal Performance Objectives (PPOs) and make recommendations on outcomes.
Impact On Organization
By enabling those experiencing health inequalities 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, less reliance on public services.

JOB DEMANDS	
Physical	A reasonable level of personal fitness is required to carry out this role as you will be delivering physical activity and health improvement sessions. These sessions may take place on a 1:1 or group basis and in a variety of settings. The planning and co-ordination elements of the role will be office based.
Mental	You are expected to prioritise your workload effectively to meet the needs of Edinburgh Leisure 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 Edinburgh Leisure facilities, community settings and head office.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	A relevant Health and Fitness Qualification (REPs level 3 minimum) or equivalent	Get Going Training Weight Management Training Health Inequalities Qualifications Public Health Qualifications Sports Coaching Qualifications Sport Leaders UK Qualifications First Aid Qualifications
Knowledge and Experience:	Knowledge: You should be able to demonstrate and evidence an understanding of how health conditions can impact on an individual's ability to be physically active.	Understanding health inequalities

	<p>Experience: A background or experience of working with people experiencing health inequalities to promote physical activity.</p> <p>Proven track record of delivering effective physical activity and health improvement sessions.</p>	<p>Experience of working in/with health / community/ voluntary sector</p> <p>Experience of working in schools, and/or youth work settings with groups of young people</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