

JOB DESCRIPTION

Evaluation Date	June 2016
Grade	8

Job Title:	Fit for Health Development Officer (maternity cover)	Reports to:	Health & Physical Activity Manager
Department:	SPAD	Location:	Vantage Point
Work Pattern:	Part Time (30hrs/wk)	Contract Status:	Fixed Term to 31 st March 2017

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

Making a positive impact on people's health and wellbeing is at the heart of what we do at Edinburgh Leisure.

Fit for Health makes a positive difference to the lives of people living with long term conditions and their families. By encouraging and enabling them to become physically active they are able to enjoy the positive benefits this brings:

- It helps them to manage their condition by improving their strength, mobility and cardiovascular function, which in turn may slow down the progression of their symptoms.
- It enables them to remain independent for as long possible and less reliant on care support.
- It makes personal care easier, aiding carers ability to cope.
- Many participants are reporting greater wellbeing as a result of being in the programme, including weight loss and better sleep. The programme is affecting not only their physical wellbeing but also their mental wellbeing.

Working with internal stakeholders and external partners you will develop and deliver our Fit for Health programme across Edinburgh Leisure and the wider community. You will develop a sustainable pathway to support participants to be active with Edinburgh Leisure, improve their health and wellbeing and ensure the delivery of quality customer experience.

KEY RESULT AREAS	
Key Responsibility	Expected time spent (%)
<p>1. Lead the development and delivery of our Fit for Health project across Edinburgh, within agreed budget. This will involve:</p> <ul style="list-style-type: none"> a. Using research and analysis to inform programme development b. Working with facility managers and stakeholders (e.g. Fitness) to embed and grow Edinburgh Leisure's Fit for Health pathway c. Work with Fitness to ensure we have the appropriately qualified workforce to deliver d. Work with funding team to secure funding as required e. Oversee the management of all related budgets and produce appropriate records 	30%
<p>2. Effectively manage the Fit for Health programme to maximise referrals and uptake</p> <ul style="list-style-type: none"> a. Through meetings, outreach and marketing platforms you will increase knowledge and awareness of programme with key stakeholders (e.g. health professionals, health and social care partners and local communities organisations) b. Working with partners ensure the referral pathway is fit for purpose c. Lead the administration of the programme to ensure referrals are processed within agreed timescales 	20%
<p>3. Build and maintain strong and effective relationships with partners & stakeholders (e.g. NHS Lothian, Voluntary Sector) to jointly plan and deliver high quality health and physical activity programmes.</p> <ul style="list-style-type: none"> a. Develop an understanding of key stakeholder objectives and establish appropriate networks b. Translate national /city-wide strategy into localised Edinburgh Leisure plans e.g. annual action plan c. Lead and support partnership meetings to exchange information and ensure joint planning and progress d. Develop effective internal relationships and define clear roles and responsibilities 	20%
<p>4. Monitor and evaluate Fit for Health to evidence the success and impact achieved</p> <ul style="list-style-type: none"> a. Regularly analyse programmes data, participant feedback and usage figures b. Make recommendations for continuous improvement 	30%

c. Prepare monthly, quarterly and annual reports for internal and external stakeholders evidencing the impact of Fit for Health	
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RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	No direct reports.
Salary bill for all staff reporting:	Not applicable
Responsibility for finance and level of financial control:	Some responsibility for monitoring and reporting on a project budget (<£10k).
Responsibility for Physical Resource:	For new & existing programmes make recommendations for suitable equipment purchases
Responsibility for Data and Information:	Responsible for maintenance and upkeep of participant databases. Must adhere to NHS and Edinburgh Leisure data protection standards for handling referrals, ensuring confidentiality at all times.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> You are responsible for the delivery of the Fit for Health project and will be expected to make decisions as ensure this is delivered successfully. You will be responsible for a project team and influence the work they undertake to ensure the successful achievement of project outcomes. As subject matter expert (SME) you will influence decision making within the organisation, informing colleagues and partners as to why we should adopt a particular course of action. You have the responsibility for managing your own workload to achieve the goals agreed by your line manager. You will have the support of your line manager during regular review meetings. Deployment of instructors and/or service providers.

Communication & Representing The Organisation
<ul style="list-style-type: none"> Demonstrate a high standard of knowledge of health and physical activity, acting as a mentor and role model behaviours for the organisation. Provide regular feedback to our funding partner and a range of stakeholders. Take a proactive approach leading communication with internal and external stakeholders, to engage others in health and physical activity initiatives. Lead, facilitate and represent Edinburgh Leisure positively at various forums seeking opportunities to share best practice, programme development etc. Participate in site health & physical activity programme development meetings with facility managers; confidently express your opinion, articulate proposals for programme development, agree site based targets and share best practice.

Safeguarding Our Customers
<p>Take an active role in your safety, and the safety of your team and customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.</p> <p>You must understand and fulfil your role (following training) in:</p> <ul style="list-style-type: none"> • 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) • REPS framework for qualifications

Problem Solving
<ul style="list-style-type: none"> • Monitor and evaluate all aspects of performance within your health & physical activity referral programmes and make recommendations on how best to improve performance by consulting with customers, colleagues and partners. • Provide advice to managers to ensure programmes are structured, consistent and delivered to maximise usage and participation and quality customer experience. • Review, analyse and develop resources to ensure optimum city wide service delivery, supporting managers to enable them to respond quickly to changing environment. • The post holder will need to take a balanced approach between meeting the needs of internal/external customers versus the needs of the business when advising on the best course of action.
Impact On Organization
<p>You will set the standard of your health referral programmes and will be responsible for ensuring a consistent high quality service to participants taking part in the health & physical activity programmes.</p>

JOB DEMANDS	
Physical	You will be predominately office-based with a combination of desk based work, partner meetings and programme visits. You will be equipped with mobile communication devices (laptop & phone) to allow you to work effectively.
Mental	You are expected to have strong leadership and analytical skills, along with the ability to balance a number of competing demands and deadlines. You will be expected to be able to adjust your messages to suit the needs of varying audiences and you will on occasion be required to support the wider team.
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 predominately be based at our head office but on occasion may also work from Edinburgh Leisure facilities or partner buildings (e.g. NHS settings). Throughout the year you may also be required

	to support outreach activities in community settings (both indoor and outdoor).
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PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	Further or Higher Education qualification or at least 3 years related work experience	REPS level 3 Exercise Referral or equivalent health or fitness qualification
Knowledge and Experience:	You should be able to demonstrate and evidence an understanding of core principles of health / community / sports development.	You will have experience of: <ul style="list-style-type: none"> • Leading and managing the delivery of health referral programmes • Customer care and retention Working with key partners: <ul style="list-style-type: none"> • NHS • Voluntary Sector • Health & Social Care
Additional Requirements (e.g. competencies):	The ability to demonstrate the 'Leadership by Supervisors' behaviours within our Essentials framework.	

DISCLOSURE/PVG REQUIREMENTS

This post has been assessed to require a Basic Disclosure for the post holder, under the following justification:

Primary role is not considered to be regulated work

Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Adults	Activities	Yes	Not incidental	

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

Signed

Date