JOB DESCRIPTION

**POST TITLE:**  Healthy Lifestyle Activator

**GRADE:** Harmonised Salary Scale 16 - £19,095 per annum

**(**Fixed Term Contract until 31/08/19)

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Safeguarding and Student Wellbeing, Student Futures

**RESPONSIBLE TO:**  Healthy Lifestyle Lead

**RESPONSIBLE FOR:** Engaging students in opportunities aimed at reducing inactivity; supporting them to maintain their general physical, emotional, and mental health and wellbeing; via a varied cross college activity programme coordinated by the Healthy Lifestyle Lead.

**PURPOSE OF THE POST**

The post holder will:

1. Be responsible for widening participation in opportunities aimed at tackling inactivity for college students under the direction of the Healthy Lifestyle Lead and in line with the cross college Sport and Physical Activity Strategy, which considers the priorities set out in the Governments Sporting Future: A New Strategy for an Active Nations; Sport England’s: Towards and Active Nation; the countywide Towards an Active Derbyshire strategy and the associated Young Active Healthy framework.
2. Ensure that particular focus is given to engaging those individuals identified as belonging to hard to reach groups through the funding bid.
3. Embed the core outcomes as set out in the Government Strategy, *Sporting Future;* Physical Wellbeing, Mental Wellbeing, Individual Development, Social and Community Development, and Economic Development; into the heart of project delivery.

# **DUTIES AND RESPONSIBILITIES**

1. Deliver a wide range of activities in line with the project aims that are attractive to students and that can be easily embedded into everyday life.
2. Work effectively together with classroom based, work-based and cross college colleagues as one team, respecting and valuing each other to deliver outstanding services and opportunities to students to reduce inactivity.
3. Work closely with curriculum colleagues to deliver the project in a way that enables the integration of physical activity and sport into curriculum, and effects positive behavioural change.
4. Ensure that access to activity is inclusive and delivered in a variety of ways, in order to support students to meet the minimum recommended levels of physical activity.
5. Engage in partnership working in order to increase opportunities for students, both at the initial point of engagement and beyond to establish sustained healthy lifestyle choices.
6. Work with the Healthy Lifestyle Lead to support Derbyshire’s economic growth and development by using physical activity and sport as a vehicle to enhance young people’s personal growth, achievement, employability and general health and wellbeing.
7. Work with the Healthy Lifestyle Lead to embed processes to enable continuous evaluation of the project, in order to improve delivery and maximise opportunities for students to decrease their levels of inactivity.
8. Contribute to the achievement of project KPI’s and to the preparation of reports and briefings as required for the funding body, the Head of Student Services, and the wider department / organisation, which demonstrate the impact from reduced levels of inactivity.
9. Support internal and external events promoting the College as the outstanding provider of choice.
10. Play an active role in student enrolment and induction in order to promote and encourage engagement in the wider college enrichment offer, from the outset of the student journey.
11. Contribute to the delivery of the area business plan, self-assessment and the Customer Excellence Framework.
12. Firmly establish the role within the enrichment team, working closely with the Student Union President to ensure that a student voice exists in shaping delivery of the project.
13. Support students to engage in peer led activity, with the aim of motivating inactive students to become more active.
14. Complete administration tasks as required of the project and directed by the Healthy Lifestyle Lead, including creating delivery plans, evaluations, input into reports, gathering and presenting data from surveys, etc.

# **GENERAL**

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required, including the Professional Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the college’s own safeguarding policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s equal opportunities policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

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| **Post:** | Healthy Lifestyle Activator | **Department:** | Safeguarding and Student Wellbeing |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| English and mathematics at Level 2 | **E** | **A** |
| Youth Work Qualification or Sports related qualification | **D** | **A** |
| **Experience:** |  |  |
| Minimum of 1 years’ experience in delivering physical activity based programmes or services to both small and large groups of young people | **E** | **A/I** |
| Experience of working in an educational setting | **D** | **A/I** |
| Proven experience in working within a multi-functional team to deliver a high quality service within a complex organisation | **E** | **A/I** |
| Experience of networking and engaging in new opportunities for the benefit of the client group | **E** | **A/I** |
| Experience of involvement in activities and events that reflect Health and Safety requirements, including with recognition of risk assessments, and consent. | **E** | **A/I** |
| Proven experience of providing excellent customer service with the ability to use effective consultation methods in order to assess customer satisfaction | **E** | **A/I** |
| Proven experience of working effectively as a member of a team | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Good organisational and coordination skills | **E** | **A/I** |
| Ability to manage time, meet tight deadlines and work effectively to achieve targets for the project, the wider department, and those of the whole organisation | **E** | **A/I** |
| Good presentation skills and the ability to effectively engage the audience / target group | **E** | **A/I** |
| Excellent communication skills | **E** | **A/I** |
| Ability to work collaboratively and effectively across teams within a complex organisation, ensuring high levels of engagement and commitment to shared targets and the best outcomes for students | **E** | **A/I** |
| Competent in the use of Microsoft Office | **E** | **A/I** |
| Ability to be flexible and willingness to work in a multi-functional environment | **E** | **A/I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |
| Have a valid full driving licence and vehicle with business insurance | **E** | **A/I** |
| Willingness to undertake travel in line with the needs of the role | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | J Down | **Date Produced:** | Sept 2018 |