

JOB PROFILE

Post No.	
Post Title:	Family Lifestyle Co-ordinator
Unit/Team:	Sport and Recreation
Grade:	Grade F
Service:	Planning and Recreation Services
Reports to:	Sport and Recreation Manager
Issue Date:	April 2015

Rugby Borough Council has been commissioned by Public Health Warwickshire to deliver a Family Weight Management Programme across the county. The main element of the job is to manage this project which aims to reduce childhood obesity in various ways including the provision of evidence based structured 9 week family based workshops promoting the benefits of exercise and nutrition. The programmes will support families with overweight and/or obese children to maintain a healthy weight using a holistic approach. There are two age ranges, 4 – 7's and 8 – 13's and will take a whole family approach. 82 courses will be delivered across the county over 2 years.

The co-ordinator will line manage a team of Family Lifestyle Officers who will be employed by Rugby Borough Council but based in Local Authority Sport and Leisure teams

Expected outcomes

- Reduce obesity in children before they reach primary school Year 6
- Reduce childhood obesity in primary aged children and their families
- Improve healthy lifestyles in primary aged children and their families through healthy eating, physical activity and positive mental well-being

The project is to be delivered over a two year period starting on June 1st with a possible two year extension.

This post is subject to an enhanced DBS check

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To encourage, support and motivate children and their parents from a variety of social and economic backgrounds who require assistance to participate in physical activities and healthy eating, targeting specific age groups and areas within Warwickshire
- 1.2 Lead and deploy a team of Family Lifestyle officers to deliver the programme

- 1.3 Develop programme in line with the service specification and produce course material
- 1.4 Co-ordinate the programming of courses across the five districts to ensure that target numbers are met
- 1.5 With manage the recruitment process of all staff to the programme with line manager
- 1.6 Develop new partnership work
- 1.7 Collate all monitoring and evaluation data and produce quarterly report
- 1.8 Source and purchase all resources
- 1.9 Co-ordinate the promotion of the programme across the county to health professionals
- 1.10 Be the main point of contact with Lot 1 manager for referrals and data collection
- 1.11 To work with the team to recruit families with overweight and/or obese children on to programmes, targeting the areas of highest need.
- 1.12 To support positive changes in behaviour (i.e. healthy eating, physical activity, positive mental well-being) by children and family members in order to achieve and maintain healthy weight over the course of the 9 week programme.
- 1.13 Support the referral pathway for clinical professionals and health specialists to refer individuals who require lifestyle interventions
- 1.14 Produce literature and work books for participants
- 1.15 To work with the local Change4life advisors to co-ordinate ongoing support for families
- 1.16 To set short and long term goals for parents and children and mentor them through that process.
- 1.17 To actively promote the benefits of other services within the council's sport and leisure department
- 1.18 To signpost individuals to other services where they can receive advice and assistance on health and well-being.
- 1.19 To evaluate all programmes using the National Obesity Observatory' Standard Evaluation Framework (SEF) and to produce a written evaluation report of the programme with recommendations on how to sustain healthy weight among children and families.
- 1.20 To work within approved budgets relevant to the post as assigned by the Sport & Recreation Manager.
- 1.21 Report to the stakeholder meetings on a quarterly basis
- 1.22 Produce detailed reports about the progress of the project and report at regular intervals to the Commissioner

- 1.23 To raise the awareness of the project through exciting marketing and promotional events.
- 1.24 Retain new participants to activity and active lifestyles by providing advice, guidance and links to sports clubs and other sports development initiatives.
- 1.25 To source appropriate training opportunities for staff relevant to the needs of the project
- 1.26 As this project involves extensive contact with children the postholder should have a good knowledge of Safeguarding procedures and will be required to work within Warwickshire Safeguarding Board guidelines.

2. OTHER DUTIES AND RESPONSIBILITIES

1. Assist in the preparation of annual Service Plans and other appropriate strategic documents and delivering actions accordingly.
2. To prepare and deliver reports on the performance of the programme to various groups and agencies and partners as appropriate
3. To raise the profile of the programme to elected members
4. To be the lead contact for Rugby Borough Council on Health & Well being related topics and represent at internal and external forums.
5. To represent the programme at meetings, events and in other forums creating and maintaining links with external partners and presenting a positive external image and sharing best practice where appropriate
6. To be aware of Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety policy.
7. Such other duties as the Head of Planning and Recreation or Sport and Recreation Manager may reasonably require.

3. SUPERVISORY RESPONSIBILITIES

Responsible for all officers and casual staff employed on the programme

4. FINANCIAL RESPONSIBILITIES

The postholder will with the line manager manage the budget for the programme

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each service and are also shown in full on the Council's intranet site.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

5. RISK MANAGEMENT & BUSINESS CONTINUITY

Play an active role in identifying, managing and controlling risks relating to the business activities of the Service

Draw up a risk register for the programme

6. MAJOR EMERGENCY PLAN

The Council has a duty under the Civil Contingency Act to have a Major Emergency Plan (MEP) in place.

It is a requirement that all employees who are named in the plan agree that their personal contact details can be contained within the MEP (this document is only issued under control to those that need it for call out purposes).

7. EQUAL OPPORTUNITIES AND DIVERSITY

Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs and ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

8. DATA QUALITY

Have a responsibility for ensuring that information created, received, acted upon or passed on is accurate in conjunction with the Council's Data Quality Strategy.

Be aware of how the day to day activities of the post contribute to the calculations of performance indicators and other key business information on which key decisions are based.

8. SAFEGUARDING

9. EXTENT OF PUBLIC CONTACT

To work with:-

- Local sports clubs and other sports organisations/associations
- Four local authority districts in Warwickshire
- Leisure Centre Contractors
- Public Health Warwickshire
- Schools
- School Nurses
- School Sports Partnerships
- Warwickshire Race Equality Partnership
- CSW sport
- Community groups and volunteers
- Children's Centres

10. WORKING CONDITIONS AND ENVIRONMENT

The post will be office and community based and will require extensive travelling across the county and some early evening working

11. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Manager	Date
Postholder	Date

PERSON SPECIFICATION



Post: Family Lifestyle and Active Recreation Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working in a sport or leisure environment promoting participation in physical activity and healthy lifestyles	E	A
Knowledge and understanding of the relationship between physical activity and health	E	A/I/T
Experience of working with hard to reach groups	D	A/I
Knowledge of barriers to participation faced by people who are overweight	E	A/I/T
Experience of delivering childhood obesity programmes and evidence based research	E	A/I
Awareness of health and safety issues, plus an understanding of child protection and confidentiality	E	A/I
Experience of working with children and young people in a recreational, educational or community context	E	A/I
Ability to relate both to children and adults in an informal setting	D	I/T
Evidence of successful partnership working with schools, children centres and health professionals	E	A/I/T
Ability to monitor and evaluate both practical sessions and written information and provide feedback	E	A
Experience of mentoring	D	A/I
Able to communicate clearly both verbally and in writing	E	A/I/T
Able to work independently and as part of a team	E	R
A commitment to provide excellent customer service	E	I
A degree or Higher qualification in sport, exercise, nutrition or related subject	E	D
Excellent attendance and time keeping record	E	R
Good overall IT skills	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D

