

Designation:	Healthy Lifestyles Development Officer
Grade:	Stroud Grade 3
Hours:	20 hours per week
Location:	Council Offices and various locations across the district
Job Purpose:	To be responsible for the delivery, monitoring and evaluation of Healthy Lifestyles Projects
Responsible to:	Health and Wellbeing Officer
Responsible for:	Occasional oversight of freelancers and volunteers

KEY DUTIES

- To plan, organise and evaluate the physical activity and prescribed exercise element of the Healthy Lifestyles Scheme.
- Facilitate and empower patients to change behaviour and adopt positive lifestyle changes by providing health education and evidence-based advice regarding increasing habitual physical activity, helping people to address barriers to change.
- Support in administrative duties related to the Healthy Lifestyles Scheme where necessary, for example letters to referrers, follow up phone calls, motivational text messages as required.
- To respond effectively to health & well-being initiatives happening locally & nationally.
- To support the effective partnership work of SDC officers, members and relevant external organisations.
- To attend, as required, relevant health and wellbeing meetings to communicate best practice, gain and share local knowledge and to avoid duplication.
- To support in the delivery of corporate health & wellbeing plan
- To develop a range of health interventions to the district with the aim of improving the local populations health
- To work in partnership Community Wellbeing Agents across the district.

SKILLS AND KNOWLEDGE

- Experience in the Sport, Health and Fitness Industry
- NGB Qualifications
- Health related qualifications
- Good general education or equivalent experience
- Excellent written and verbal communication skills
- Experience of working with the public

- Ability to manage own time and workload
- Ability to work unsupervised
- Awareness of issues surrounding health inequalities
- IT literate

Ability to undertake work concerning more involved tasks confined to one function area of activity which requires a good standard of practical knowledge and skills in that area of activity

COMPLEXITY AND CREATIVITY

- To develop workshops, classes and exercise opportunities to low to medium risk population groups, including people from deprived communities
- To work in partnership and maintain effective networks
- Respond to queries and complaints
- Wider understanding of multi agency agendas and priorities
- Ability to use initiative to develop schemes and one off activities in line with the health & wellbeing agenda.
- Be creative and innovative in approach to new healthy lifestyles projects.
- Flexibility to work within the internal services of the Council and in both the County and national arena

Creativity is a feature of the job but exercised within the general framework of recognised procedures

JUDGEMENT AND DECISIONS

- Work is carried out within clearly defined rules and procedures

CONTACTS

- Members of the Council and officers
- Members and staff of other local authorities and partner agencies
- Members of the public
- Local GPs and health staff

RESOURCES

- Little responsibility for physical or financial resources.

TRAVEL DESIGNATION

- Casual

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.