

<b>Designation:</b>	<b>Activity on Referral Co-ordinator (Children &amp; Young People)</b>
<b>Grade:</b>	<b>Stroud 3</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Council Offices and various locations across the district</b>
<b>Job Purpose:</b>	<b>To support the delivery of the children and young people activity on referral programme across the Stroud district.</b>
<b>Responsible to:</b>	<b>Physical Activity &amp; Health Development Enabler</b>
<b>Responsible for:</b>	<b>Occasional oversight of freelancers and volunteers</b>

## KEY DUTIES

- To be responsible for the delivery of the children and young people activity on referral programme in the Stroud District.
- To work in partnership with Active Gloucestershire on the delivery of the programme to ensure our scheme compliments the county wide activity on referral offer.
- To build and develop strong working relationships with organisations across the children and young people physical activity sector.
- To facilitate activity on referral between schools, young people and their parents/careers and activity providers in the local area
- To conduct health coaching conversations with parents and their children
- To identify training and development needs for the workforce that supports children and young people's mental wellbeing
- To facilitate and support the learning exchange between activity providers, schools, Active Gloucestershire and the county mental health teams
- To gather data and insight in order to evaluate the impact of the programme.
- To work in partnership with local organisations to encourage them to commit to making a persons wellbeing a priority within their physical activity offer.
- 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 with the Young Minds Matter team

## SKILLS AND KNOWLEDGE

- NGB Qualifications
- Adapting Fitness Instruction for Adolescents (Level 2)
- Fitness Instructor (Level 2)
- Health related qualifications
- Youth work 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 work in partnership with local organisations to provide sessions for children and young people within our local 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.*