

<b>Designation</b>	<b>Activity on Referral Co-ordinator</b>
<b>Grade:</b>	<b>Stroud Grade 3</b>
<b>Responsible to:</b>	<b>Physical Activity &amp; Health Development Enabler</b>
<b>Service Area:</b>	<b>Health &amp; Wellbeing</b>
<b>Post Number:</b>	

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- 5 GCSE's or Equivalent
- NGB qualifications
- Health & Youth work related qualifications

### EXPERIENCE

- Has an awareness of the needs of children and young people
- Has a proven track record of building relationships and partnership working
- Has knowledge of children's wellbeing and how to approach conversations about a persons mental health
- Has previous experience in sports or youth development

### SKILLS & KNOWLEDGE

- Proficient in the use of MS Office IT packages e.g. Word, Excel,
- Excellent written and verbal communication skills.

### PERSONAL ATTRIBUTES

- Committed to providing excellent customer service.
- Ability to manage own time and work load.
- Ability to work unsupervised
- Enthusiasm for Health, Fitness & youth work.

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### QUALIFICATIONS

- Fitness Instructor (Level 2)
- GP Referral Qualification (level 3)
- Advanced Fitness Instructor (REPS Level 3)
- Adapting Fitness Instruction for Adolescents (Level 2)
- Youth Work qualifications
- First aid qualification (within past 2 years)

### EXPERIENCE

- Has project management experience
- Has worked with, or has an awareness of organisations that work with children with a range of disabilities

- Has worked with, or has an awareness of organisations that work with carers and family groups
- Has experience of managing and/or working within budgets.

## SKILLS & KNOWLEDGE

- An awareness of health promotion

## CORE COMPETENCIES

### 1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

### 2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

### 3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### 4. Innovating

You will be able to seek better, more effective ways of delivering services.

### 5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

### 6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.