

Job Description

Job title	Physical Activity Specialist
Directorate	PEOPLE : Children and Adults
Division	Public Health
Range	MPR 3
Reports to	Senior Project Officer R5

Main purpose of the job:

Assist the Senior Project officer in the delivery of effective physical activity programmes and projects, and undertake Responsibilities delegated to you.

Provide structured activities to service users in community settings.

To undertake pre and post assessments to risk stratify and assess suitability.

To work as part of a specialist and professional team providing a safe and welcoming environment which promotes the welfare and wellbeing of service users.

To collect and record data accurately for evaluation purposes.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

To deliver a syllabus of safe and effective group physical activity sessions to people who living with a long-term health condition.

To deliver suitable specific Physical Activity education sessions which will aim to raise awareness of the importance of being more active.

Assist Senior Project Officer with exploring alternative ways to support service users to increase their physical activity levels safely and independently by a variety of platforms and options.

Assist the Senior Project Officer to ensure the service is fully inclusive and the outcomes of the service are met through evidence-based methods.

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Administer, monitor, and maintain all relevant records and information systems (manual and computerised) to ensure information is accurate, accessible, and retrievable by others.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Falls Prevention Project Officer

The post holder will have no direct line management responsibilities

Working Style:

MOBILE - will have a designated base but are generally working out in the field. They will only come into office space for meetings or touchdown. They are often not constrained to normal core working hours.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

An active interest in an Active lifestyle and it's health benefits..

Desire to work towards a range of exercise qualification.

Level B (in addition to level A criteria)

Evidence of continuous professional development in relevant field

Level C (in addition to levels A and B)

Work toward a Broad range of exercise qualifications

Evidence of continuous professional development in relevant field

Knowledge

Level A

Excellent knowledge of Microsoft Office, particularly Excel but also Word, PowerPoint and Outlook

An awareness of long-term health conditions that may affect older adults

Willingness to develop presentation skill to support education sessions.

Level B (in addition to level A criteria)

Knowledge of Medway Councils approach to working across departments and service and proactively engaging.

Knowledge of Key National Governing documents from Sports England, Later Life, UK Active and OHID

An awareness of relevant policies and procedures

Level C (in addition to levels A and B)

An in-depth knowledge of multiple health conditions that may affect the older adult population and knowledge of how to provide/adapt appropriate exercises accordingly.

Comprehensive Knowledge of Phair database system.

Update knowledge by attending webinars / conferences and training.

Experience

Level A

Experience of group exercise classes,

Experience of designing safe and effective home programs taking into account current medical conditions and physical ability

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Level B (in addition to level A criteria)

Experience of working within an NHS, local authority or multi-agency organization and community groups.

Experience undertaking one-to-one assessments with individual clients.

Experience of delivering evidence-based physical activity and health education sessions to groups.

Level C (in addition to levels A and B)

Experience of working with clients living with long term health conditions.

Experience of designing safe and effective home programs considering current medical conditions and physical ability

Experience of working with key stakeholders, community partners and groups. Communicating effectively and appropriately to ensure successful partnership/ multi-agency working.

Skills

Level A

Full UK driving license and access to/able to use own car.

Ability to demonstrate safely and effectively to service users

Excellent communication skills, with the ability to present complex information in an understandable way.

Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.

Level B (in addition to level A criteria)

Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.

Ability to input data into a database accurately for evaluation purposes.

Level C (in addition to levels A and B)

Ability to work under pressure autonomously while finding solutions for the situation.

Able to use initiative and respond effectively to complex situations, making appropriate decisions in a solution focussed manner.

Proactively promote the benefits of a Health Lifestyle and lead by example as a role model to Service Users and wider team.