Aberdeenshire COUNCIL

Job Profile

April 2019

1. JOB IDENTITY

Post Title:	Health Walk Co-ordinator	**Service:**	Education and Children's Services
Section:	Sports and Culture	**Grade:**	Tech Op G
Reports to:	Macmillan Outreach and Communities Officer		

2. JOB PURPOSE

- Co-ordinate the development and ensure sustainability of a health walk programme across Aberdeenshire ensuring collaborative partnerships are created and maintained to support existing projects, and that planned approaches are taken to develop new projects with particular focus on reaching and engaging with the inactive, areas of deprivation and those experiencing or at risk of developing long term health conditions
- Ensure that evidence-based outcomes meet the priorities of the Sport and Physical Activity Strategy

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Co-ordinate and support Project Coordinators and Volunteer Walk Leaders by leading local networking meetings, and ensure face to face support and ongoing guidance to ensure walks are appropriate for target groups and to maximum participation
- Develop an ongoing volunteer recruitment process through active promotion of the programme within communities across Aberdeenshire and identify and coordinate the provision of appropriate training and support for volunteers
- Develop working partnerships with organisations including Paths for All, NHS Grampian, Cairngorms National Park, Make Aberdeenshire More Active Steering Group and other internal Aberdeenshire services to maximise outcomes, and increase resources
- Advise individuals and groups on the key principles, goals and projected outcomes of the programme and how these align with service strategies
- Organise, and lead Steering Group meetings to support the development of the walk programme and provide qualitative and quantitative evidence of contributing to the Health & Well Being outcomes of the council
- Assume responsibility for the administration of the Health Walk programme through accurate record keeping and reporting including detailed financial information on the programme ensure that all projects and outcomes adhere to grant requirements
- Develop links with other relevant Paths for All programmes, including the Move More Macmillan Cancer Support and the dementia friendly projects
- Identify, source and apply for additional funding opportunities to develop, enhance and sustain the walk programme
- Ensure all health walks within the programme are risk assessed and standards of Health and Safety and legislation are maintained in line with Aberdeenshire Council policies and procedures

Approved

4. QUALIFICATIONS AND TRAINING

Essential:

- Educated to HND Level in a Health-related discipline, Community Learning and Development, Countryside Recreation or relevant experience

Desirable:

- 'Walk leader' trained or willing to undertake this training as delivered by Paths for All
- First Aid qualification

5. EXPERIENCE

Essential:

- Demonstrable experience of project management
- Proven experience of delivering health related programmes
- Proven experience of working with volunteers in a relevant area of operation

Desirable:

- Experience of working with health practitioners and specialist health partners
- Experience of engagement with hard to reach groups in physical activity
- Experience of working in partnership with other agencies; ideally Paths for All, NHS, local authority and voluntary organisations

6. KNOWLEDGE AND SKILLS

Essential:

- Customer focussed with excellent organisational, interpersonal and communication skills
- Ability to establish, maintain and develop effective working relationships
- Ability to assess individual capabilities and adapt physical activity to the needs of individuals
- Ability to show empathy with the barriers and challenges some individuals may face to motivate and inspire individuals and groups to make physical activity part of their daily lives
- Ability to work on own initiative, work unsupervised and lead a group of people, and to work as part of a wider team
- Excellent general ICT skills

Desirable:

- Working knowledge of financial administration procedures
- Working knowledge of volunteer policy and procedures within Aberdeenshire Council

Approved

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.

Approved