

Health and Physical Activity Officer (Graduate Post)

Job title	Health and Physical Activity Officer (Graduate)
Remuneration	£22,000 – 24,000
Post details	Full Time – 37 hours per week Fixed Term until 31 st March 2022
Reports to	Deputy Chief Executive
Location	Flexible; Offices located in Bournemouth, Weymouth, Dorchester
Deadline for applications	4 th October 2020

About us

In recent years we have developed a strong track record as a trusted collaborative partner working to embed physical activity in health systems in Dorset. We have received both regional and national recognition for our work in health. This is an exciting time to join us as we look to expand our team leading this work. We have a fantastic opportunity for the right person to join our team and help us deliver our expanding health and physical activity work programme.

Active Dorset are one of 43 Active Partnerships (APs) across England, funded by Sport England primarily via exchequer and national lottery funding. We are a forward thinking, innovative Active Partnership, delivering Sport England's 'Towards an Active Nation' strategy through a system change approach.

We work with partners across the county, seeking system changes so that physical activity is embedded in the business of our partners and it becomes the norm for them to support people to be more active. Our 2020-25 strategy places system change at the centre of our approach to increasing physical activity levels in Dorset.

We are looking for an enthusiastic, energetic, driven individual to join our team, who has following key attributes:

- **A positive can do attitude**
- **A personality to build positive relationships and influence system partners**
- **An ability to pick things up quickly and grasp complex, wicked problems**

About the role

As a member of team focussing on our health programmes you will work closely with four key partner organisations; LiveWell Dorset, Public Health Dorset, Dorset CCG and Dorset ICS. You will play a key role in seeking opportunities in local health systems and care pathways where we can embed physical activity and behaviour change through a system change approach.

Key duties will include;

- Building relationships with partners/stakeholders and identifying key contacts.
- To organise and deliver successful wellbeing and 'Picnic in the Park' events in partnership with the Local Nature Partnership and Stepping into Nature.
- Establishing and maintaining relationships through regular communication via phone, email and virtual meetings with key project partners and local stakeholders.
- To support the project manager and project officers to deliver health programmes meeting key deadlines and timescales.
- To keep accurate records, providing regular updates/information as required for reports and monitoring.
- Working with local providers of social prescribing and health coaching to embed physical activity in their services.
- Identify opportunities to embed physical activity in primary and secondary care pathways.
- Assisting with the planning and organising of training courses for both professionals and volunteers. To include Royal Society of Public Health training courses and PHE clinical champions training courses.
- To assist in improving the physical activity pathway at LiveWell Dorset, identifying training needs and actively promoting the service.
- Play a positive role in seeing that Slade's pavilion is an accessible and usable facility for all park users and a vibrant hub of physical activity. This role includes opening and closing the facility on a rota basis, general duties such as answering queries from pavilion users, and supporting clubs and organisations to activate the park.

Job location;

- The successful candidate(s) will spend time at Active Dorset offices in Bournemouth but will also be required work at partner sites; LiveWell Dorset in Weymouth, Public Health Dorset and Clinical Commissioning Group offices in Dorchester.
- We are fortunate enough to work from Slades Pavilion in Slades Park, a fantastic green open space with office views of the park and plenty of opportunity to fit some activity into your working day.

Person Specification - About You

EDUCATION, EXPERIENCE & KNOWLEDGE	Essential/Desirable
Educated to degree level or equivalent qualification(s)	Essential
An understanding of the importance of physical activity to people's health and awareness of barriers to participation	Essential
Knowledge of key long term conditions; the benefits of being active for people with these conditions and barriers certain conditions present to being active	Desirable
A basic knowledge of primary, secondary care and the role of public health	Desirable
Knowledge of behaviour change theories	Desirable
Experience of organising and/or delivering events/training	Desirable
SKILLS & ABILITIES	
High level capability in using MS office applications such as Word and Excel	Essential
Ability to work as part of a team and self-motivated to work individually	Essential
A professional approach to the working environment	Essential
Strong organisational skills and attention to detail	Essential
Excellent written and verbal communication skills	Essential
Ability to work under pressure and manage multiple demands	Essential
PERSONAL ATTRIBUTES	
A passion for physical activity and a desire to improve people's quality of life through promoting physical health	Essential
Excellent interpersonal skills and the ability to establish and maintain positive working relationships	Essential
A willingness to work occasional evening/weekend hours where required, to support delivery of events and training	Essential
OTHER REQUIREMENTS	
Ability to fulfil travel requirements of the role	Essential
Familiar with the local area	Desirable

Approved by:	<i>Martin Kimberley, Chief Executive Officer, Active Dorset CIC</i>
Date approved:	
Reviewed:	<i>17/09/2020</i>