



leisure

Role Profile

Created September 2015

Post Title:	Mind and Be Active Project Co-ordinator
Grade:	AP2 (£20,932.90 - £22,662.26) (Pro Rata)
Location:	Various Locations across North Ayrshire
Contract:	37 hours per week Temporary Maternity Cover (minimum 9 months)

Role Definition

To coordinate, develop and deliver the 'Mind and Be Active' project across North Ayrshire, ensuring project outcomes are achieved.

Key Tasks and Responsibilities

Corporate Responsibilities

1. Ensure the provision of a customer focussed environment ensuring consistent, high quality delivery to our customers.
2. Promote the Health and Safety of team members, customers and others through the implementation of the Company Health and Safety Policy and arrangements in accordance with all relevant statutory requirements, and by performing a lead role in the creation and maintenance of a positive Health and Safety Culture.
3. Providing visible leadership to all team members, ensuring that they are motivated and operate at high levels of performance and efficiency.
4. Create by example an environment in which all team members work as a team to achieve their own and the Company's objectives
5. Ensure positive promotion of Company facilities, activities delivered, and Company initiatives.
6. Contribute to the ongoing development of procedures and practices associated with the role including updating relevant policies, guidance and associated documentation following changes to standards, regulations and/or legislation.
7. Maintain the confidentiality of Company and customer information conforming to the requirements of the Data Protection Act.
8. Adopt a flexible attitude to your role at all times undertaking activities that assist the Company in maintaining a competitive advantage.
9. Undertake any other reasonably required duties as instructed by management or someone acting on their behalf, in addition to the role specific tasks and responsibilities detailed below.

A Better Life

KA Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure Limited is a Company Limited by Guarantee No.202978 and a recognised Scottish Charity No.SC029780.
Registered Office: 22 Quarry Road, Irvine KA12 0TH; Tel: 01294 315120; Fax: 01294 315140; email: info@kaleisure.com;
www.kaleisure.com



Role Specific Tasks and Responsibilities

1. To proactively coordinate, develop and deliver the 'Mind and Be Active' project and ensure project outcomes are achieved.
2. To provide a supervisory role for team members delivering within the 'Mind and Be Active' project.
3. To ensure the smooth integration of the 'Mind and Be Active' project within the Active North Ayrshire Exercise on Referral programme.
4. Establish and develop working relationships with key partner agencies, and attend meetings as required
5. Support and assist with the co-ordination and delivery of all related projects delivered by the Health and Fitness team.
6. Respond to all participants individually recognising personal preferences and circumstances.
7. Organise, promote and deliver a range of activities and classes within the community.
8. Carryout physical activity consultations, provide safe and effective exercise prescription and manage all aspects of the referral pathway for participants referred onto the 'Mind and Be Active' project.
9. To support and assist the delivery and co-ordination of the Exercise on Referral Programme Active North Ayrshire.
10. Maintain databases and records ensuring compliance with confidentiality and access.
11. Collation of data and statistical information for the 'Mind and Be Active' project.
12. Promote communication throughout the programmes, including partners, volunteers and participants.
13. Understanding of relevant Health and Safety legislation , guidance and safe systems of work.



Essential/Desirable Criteria

	Essential	Desirable	Evidence
Education and Qualifications	Qualification in Physical activity, health, well being and fitness. REPS level 3 Full Drivers Licence	REPS Level 2 Exercise to Music REPS Level 3 REPS Level 4 – Qualification specific to mental health	Application form and interview
Experience	Minimum of 5 years experience working within Physical activity, health, well being and fitness. Experience of working with adults with poor mental health	Experience of coordinating and developing a project. Supervisory experience	Application form and interview
Specialist Knowledge	Experience of exercise prescription to populations with poor mental health		Application form and interview
Skills and Abilities	Ability to work flexibly to meet the needs of the business. Proficient in the use of IT		Application form and interview
Key Behaviours	Professional and customer focussed. approach Enthusiastic, motivated and empathetic nature. Confident and presents a professional image. Flexible, creative and innovative		Application form and interview



Other	<p>Committed to continuous Improvement and willingness to undertake further training as required</p> <p>Ability to recognise and maintain confidentiality.</p> <p>Ability to travel throughout North Ayrshire.</p>		Application form and interview
--------------	--	--	--------------------------------

Competencies

Value	Competency	Level of Behaviour Required
Managing Self	Planning, Organising & Decision Making	3
	Self Development	2
	Change	2
Achieving Performance	Customer Focus	4
	Continuous Improvement	4
	Delivering Results	4
Working with Others	Communication	4
	Effective Working Relationships	4
	People Management	3