



| leisure

Role Profile

Created February 2021

Post Title:	Walking for Health, Project Co-ordinator
Grade:	AP2 (£21,560.89-£23,300.93)
Location:	Various Locations across North Ayrshire
Contract:	37 hours per week – Fixed term for 12 months (flexibility to work weekends and evenings essential)

Role Definition

To coordinate, develop and deliver the 'Walking for Health' project across North Ayrshire, ensuring project outcomes are achieved.

This post is jointly funded by Paths for All (Walking for Health fund) KA Leisure, North Ayrshire Green Health Partnership and the North Ayrshire Health and Social Care Partnership.

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.

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



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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.

Role Specific Tasks and Responsibilities

1. To proactively coordinate, develop and deliver the 'Walking for Health' project and ensure project outcomes are achieved.
2. Develop opportunities for people within the most deprived communities in North Ayrshire to become more active through walking.
3. Work within Paths for All Framework together with Scottish Government to address needs and increase the number of people walking in North Ayrshire and improve wellbeing and prevent ill health.
4. Organise, promote, and deliver a range of walking activities within North Ayrshire communities ensuring that project outcomes are achieved.
5. To provide a supervisory role for Active Lifestyle Team members delivering walking opportunities within the 'Walking for Health' project.
6. Ensure the smooth integration of the 'Walking for Health' project as a referral pathway within the Active North Ayrshire Physical Activity Referral programme.
7. Establish and develop working relationships with key partner agencies, and attend meetings as required.
8. Respond to all 'Walking for Health' participants individually recognising personal preferences and circumstances.
9. Promote opportunity for participants to improve their mental health and wellbeing through walking and increase opportunities to address social isolation.
10. Maintain databases and records ensuring compliance with confidentiality and access.
11. Collation of data and statistical information for the 'Walking for Health' project reporting monthly statistics as required to Paths for All, the North Ayrshire Green Health Partnership and North Ayrshire Health and Social Care Partnership
12. Recruitment, development, and support of 'Walking for Health' Volunteers
13. Promote communication of the 'Walking for Health' programme including partners, volunteers, and participants.



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- 14. Undertake training which is deemed appropriate for the development of the 'Walking for Health' programme.
- 15. 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 & wellbeing, fitness, environmental studies, community engagement or outdoor activity instruction	Qualification specific to mental health Paths for All Walk Leader and Strength and Balance Qualification	Application form and interview
Experience	Experience of coordinating or delivery within community engagement	Experience of coordinating, managing and developing a project. Experience of working with volunteers. Experience of working with adults or children experiencing poor mental health.	Application form and interview
Specialist Knowledge	Experience of community engagement	Knowledge of physical Activity Referral Programmes and the impact of physical activity on health and wellbeing	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



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Key Behaviours	Professional and customer focussed. approach Enthusiastic, motivated and empathetic nature. Desire for personal development through training opportunities. Confident and presents a professional image. Flexible, creative and innovative		Application form and interview
Other	Committed to continuous Improvement and willingness to undertake further training as required Ability to recognise and maintain confidentiality. Ability to travel throughout North Ayrshire.		Application form and interview



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Competencies

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