



## Job Description & Person Specification

<b>Job Title</b> Active Lifestyles Community Connector (2 Posts)	Date completed	25/8/20
	Author	MD
<b>Responsible to</b> Development Manager	<b>Responsible for</b> N/A	
<b>Salary</b> £21,050 plus 3% employers pension contribution and 22 days annual leave	<b>Hours</b> 30 hours per week	
<b>Contract type</b> 15-month fixed term contract, with possible extension subject to performance and funding. Start date between 2 <sup>nd</sup> November 2020 and 31 <sup>st</sup> December 2020.	<b>Location</b> North Black Country (Walsall and Wolverhampton) hosted by One Walsall South Black Country (Sandwell and Dudley) hosted by Sandwell CVO	
<p>This job description is a guide to the work the post will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the organisation.</p>		

### Purpose of the role

The Black Country has some of the highest levels of physical inactivity nationally with the lives of Black Country residents determined by a unique set of characteristics, including high levels of deprivation, low skill levels and high unemployment and health inequalities. We are seeking to get more people active and moving more. To support this ambition we are trialling approaches across eight priority ward areas to develop better understanding of residents' needs and implement a community campaign to get more people active.

We are recruiting to two posts which will work as part of the 'Black Country Place Based Pilot' project helping to engage with people who live within specified priority neighbourhoods. The posts will work across the North Black Country (Walsall and Wolverhampton) and South Black Country (Sandwell and Dudley), focused primarily in the eight priority ward areas, but with a requirement to work and travel across the area.

You will carry out a variety of outreach activities to engage with community members and local stakeholders including voluntary and community organisations and public sector bodies. The role will include working with organisations to improve and develop activities and events that provide local people with the opportunity to be physically active and improve their self-esteem, happiness and confidence, and working with local services and programmes, such as Social Prescribing services, to help make links and improve access and referral routes to active lifestyle services and activities.

Key attributes we are seeking from candidates include:

- Knowledge of the common barriers and motivators to engaging in an active lifestyle
- Experience of working with voluntary and community organisations, to build their capacity and to build relationships

- Experience of leading community engagement activity in order to gain information and to motivate individuals to engage in local activities

For an informal discussion about the role please call Davina Lytton on 01922 619 840.

### **Specific duties**

#### Supporting active lifestyle delivery organisations

- To identify and engage with a range of community organisations and wider stakeholders such as local Councils, GPs and allied health professionals, develop relationships between them and build understanding of relevant activities that being delivered in priority ward areas.
- Build informal and formal networks to generate knowledge and connections to influence change locally. Working within specified wards getting to know the community; meeting people at community organisations and events to develop trust, understanding and increase people's awareness of the pilot project and local activities underway.
- To build understanding within local community organisations as to how they can embed active lifestyle promotion and activities into their offer.
- To provide advice, information and practical support to increase the quality, quantity and sustainability of local community organisation's active lifestyles offer.
- To build relationships and networks between local community organisations to increase the range of active lifestyle opportunities offered and reduce duplication.

#### Supporting improved access and referral routes for residents

- To work with existing stakeholders and programmes (including existing and emerging Social Prescribing programmes) to inform them of the existing and developing active lifestyles offer within the priority ward areas and support effective referrals or access routes.

#### Collecting evidence and information

- To carry out regular engagement with people who live within the priority ward areas and use the findings to inform the wider project and help shape delivery.
- To consult with local community organisations and wider relevant stakeholders to develop an understanding of existing barriers and motivations to adopting an active lifestyle and engaging in relevant activity.
- Identify and highlight existing community-led interventions and innovative solutions which address the issues that lie at the heart of the region's low levels of physical inactivity.
- To generate ideas and share best practice that will support the pilot to develop activities that are meaningful to local people and will demonstrate an improvement in desired long-term outcomes.
- Bring together community partners working with Black Country Together CIC, Active Black Country and Local Authority partners to build shared understanding of the challenges to being active and how we can collectively deliver future services.

### **General duties**

- Contribute to the wider development of the organisation, contribute to staff meetings and work harmoniously with colleagues and external partners; support others in their work.
- Understand and promote the priorities, activities and best interests of the organisation, and of the voluntary and community sector across the Black Country.
- Achieve agreed performance targets and participate in regular supervision and personal reviews.
- Engage in training, identify personal and professional development needs and continuously seek to refresh knowledge in relation to the job.
- Treat with confidentiality any information about any organisation, its staff, trustees or clients that is sensitive, personal or private.
- Cover the work of colleagues during holidays or absences.

- Be aware of and adhere at all times to the organisation's policies and procedures, including the organisation's equal opportunities policies and with due regard for health and safety.
- Travel to all parts of the borough and the wider Black Country as appropriate to deliver the role.
- Work flexibly and be available for occasional out-of-hours working as appropriate.

## Person Specification

(How identified: S = Shortlisting, I = Interview, T = Test/task)

### Essential Criteria

- Significant experience of working with the voluntary and community sector at all levels, including staff, volunteers, trustees and management committees. (S)
- Knowledge of active lifestyle barriers and motivators (S/I)
- Experience of building positive relationships (S/I)
- Experience of building the capacity of voluntary and community organisations, with a focus on active lifestyle provision (S/I)
- Experience of developing and delivery effective training sessions to a varied audience. (S/I)
- Experience of developing successful partnerships and networks, by bringing individuals and organisations together (S/I)
- Experience of successful engagement with communities, to consult on needs and to motivate to engage in local projects and programmes (S/I)
- Excellent communication orally, face to face, and in writing with ability to motivate and influence through communications. (S/I)
- Ability to effectively prioritise work and meet agreed deadlines. (I)
- Ability to work independently or as part of a team (S/I)
- Good computer literacy including Microsoft Office software (S)

### Desirable Criteria

- Knowledge of the area and the local voluntary and community sector in particular (S)
- Knowledge of social prescribing activities (S/I)

### Other requirements

Our work with voluntary and community organisations requires a degree of flexibility and the post holder will occasionally be expected to work out of normal office hours including evenings and weekends.

### How to apply

Application Forms may be requested by email ([recruitment@onewalsall.org](mailto:recruitment@onewalsall.org)) or by phone on 01922 619 840.

Closing date for applications: 11:59pm, Monday 5<sup>th</sup> October 2020.