

Service Manager for Merton Frailty physical activity service

JOB DESCRIPTION

MAIN PURPOSE

Lead the service which will include managing and coordinating the delivery of a community physical activity timetable for older adults with mid-moderate frailty, deliver 'train the trainer' workshops to adults interested in becoming trainers themselves and manage a small grants application process.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- **Manage the delivery of a community physical activity timetable aimed at older adults to improve strength and balance including activities like circuits/dance/racket sports/Nordic walking/new age kurling etc**
- **Manager a small grant programme for community groups to bid into**
- **Deliver 2-day train the trainer workshops to adults interested in delivering activities in the community**
- **Create partnerships with community groups and key stakeholders**
- **Promote the service to ensure we hit our targets**
- **Collect and report data**
- **Attend contract meetings**
- **Lead on the evaluation of the service**
- **Line manage a service administrator**

PERSON SPECIFICATION

1. SKILLS & ABILITIES

- **Competent in Microsoft Office**
- **Competent in presenting to large groups**
- **Competent in being able to analyse data and produce relevant reports**
- **Competent in using public health data to target service delivery**
- **Competent in using social media for advertising and promotion**
- **Be able to work independently**
- **Ability to motivate groups**
- **Ability to understand financial accounts**
- **Ability to form partnerships with community groups and organisations**

2. KNOWLEDGE

- **Knowledge and understanding of frailty**

- Knowledge and understanding of the benefits of physical activity for older adults
- Knowledge and understanding of Merton services and community groups for older adults
- Knowledge and understanding of the falls prevention framework

3. EXPERIENCE

- Experienced project coordinator / service manager of community services and/or public health services (essential)
- Experience working in partnership with community groups (essential)
- Experienced physical activity instructor to older adults (desirable)
- Experience delivering training workshops (desirable)
- Experience managing small grants schemes (desirable)
- Experience as a line manager (desirable)

4. QUALIFICATIONS

- Public Health or Sports Science or related degree (desirable)
- Level 3 Exercise Professional (desirable)
- Falls Prevention Instructor trained (desirable)

5. SPECIAL CONDITIONS

- Have a car with business insurance and be able to travel around Merton
- DBS required

6. SAFEGUARDING

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.