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**JOB DESCRIPTION/PERSON SPECIFICATION**

**Westminster & Southwark Physical Activity Referral Scheme Coordinator**

**MAIN PURPOSE**

To lead on the coordination of the Physical Activity Referral Scheme across the City of Westminster and Southwark working closely with key stakeholders including Westminster City Council, Southwark Council and Everyone Active

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

Responsible and accountable for:

* To develop and co-ordinate a local Physical Activity on Referral referral scheme in line with NICE guidance and national exercise referral protocols to ensure an appropriate, equitable and accessible service across the city of Westminster and Southwark
* To establish and manage a process for monitoring the effectiveness of the service
* To provide regular updates on progress of the scheme to the Service Manager
* Manage the reporting process of the schemes outcomes in line with the service specification and KPI’s
* Develop partnerships with key agencies, health professionals, communities and organisations to establish and provide structured patient exercise and education programmes.
* To increase uptake, participation and retention to physical activity via the schemes.
* To manage have support the development of local exercise referral professionals.
* To aid the recruitment of referral points/professionals and provide training for these professional where necessary
* To ensure the referral scheme links to local strategic plans to tackle health issues and increase physical activity
* To ensuring the scheme works towards fulfilling national and local targets in reducing health inequalities.
* To coordinate, monitor and ensure all exercise classes and activities appropriate, safe and effective.
* To work in partnerships with other local health and physical activity projects and initiatives, which aim to improve health and increase physical activity levels in the local population.
* To link with appropriate a range of statutory, voluntary, charity, and commercial organisations to provide appropriate exist routes from the scheme for clients.
* Ensure that work is underpinned by sound, up-to-date knowledge of health promotion theory and behaviour change techniques and making sure that projects are based on evidence of effectiveness.
* To monitor and control the scheme budget
* To oversee strict data and management protocols, including confidentiality, assist in evaluating process and outcome measures.
* To undertake other reasonable duties as specified by the line manager

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Demonstrate a high level of self- motivation and the ability to act on own initiative
* Good negotiation skills
* Work under pressure and have good organisational skills to manage workload effectively.
* Ability to manage partnerships and get the buy in from key stakeholders
* Have strong leadership and communication skills.
* I.T. literate and competent in the use of Microsoft Office and Social Media platforms, particularly the ability linked to all aspects of virtual managing, virtual session delivering, virtual meetings and virtual presentations.

**2. KNOWLEDGE**

* Knowledge of behaviour change techniques particularly COM-B
* Knowledge of physical activity benefits and recommendations for a range of health conditions
* Knowledge of public health and primary care

**3. EXPERIENCE**

* At least two years’ experience within a Health or Fitness environment including the initiation and delivery of Health and Fitness services to the public.
* Experience of working on a GP Exercise Referral Scheme
* Experience of managing people
* Experience of working with health and primary care settings
* Budget management experience
* Experience of project management
* Experience of forming partnerships with National and /or Local organisations

**4. QUALIFICATIONS**

* Health and Fitness Related degree and or relevant Fitness Qualifications
* CIMSPA registered at Level 3 or above

**5. SPECIAL CONDITIONS**

* Proven ability to work as part of a team.
* Able to travel independently