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**Service Manager for Merton Frailty& Physical Activity Service**

**JOB DESCRIPTION**

**MAIN PURPOSE**

Manage the service which will include managing and coordinating the delivery of a community physical activity service for older adults with mid-moderate frailty, deliver ‘train the trainer’ workshops to adults interested in becoming activators and manage a small grants programme

 **SUMMARY OF RESPONSIBILITIES AND DUTIES**

* Manage the delivery of a community physical activity service 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
* Knowledge and understanding of Behaviour Change

**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.