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**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.