

# ACTIV8 Co-Ordinator

## Department of Education, Sport & Culture

### What will you do?

You will be responsible for the delivery of Department of Home Affairs (DHA) ACTIV8 Scheme and support the delivery of associated Physical Activity Programmes.

Working closely with the Department of Home Affairs Wellbeing Co-Ordinators, Department of Home Affairs Managers, Human Resources (HR) and Occupational Health (OH), you will develop and deliver bespoke physical activity programmes to engage with the Department of Home Affairs staff.

You will use physical activity to improve the physical and mental wellbeing of the Department of Home Affairs staff by creating a positive working environment and supporting staff to maintain a healthy lifestyle and help them cope with the demands of their roles. You will also support the delivery of associated Physical Activity Schemes.

### What does that involve?

- Build relationships with DHA Managers and their staff to deliver suitable physical activities to encourage positive behaviour change that will allow staff to increase their physical activity levels
- Work closely with DHA Wellbeing Co-Ordinators and Managers in the workplace to support staff who would benefit from increasing their physical activity levels
- Ensure there is the correct guidance and support in place for staff who struggle or fail to meet set fitness targets
- Help create a positive environment that allows all staff to enjoy training and exercise and helps them achieve set targets laid out by the DHA
- Regularly review activities and schemes to ensure the programmes reflect the needs of DHA staff
- Utilise existing physical activity programmes and schemes within MSR, as well as develop and deliver new sessions for individuals and small groups to encourage increased physical activity offering an activity at times that meets the needs of staff including early mornings, lunch times, evenings and weekends in all areas of the Island

- Work closely with the National Sports Centre (NSC) other MSR facilities including secondary school gyms, school sports halls
- Investigate the feasibility of using DHA work places and bases to deliver physical activities sessions and classes
- Monitor progress of staff's physical activity levels through phone calls, emails and face to face meetings ensuring their needs are being met and if necessary changed to help achieve set outcomes
- Ensure all attendance statistics are captured accurately – these statistics will be crucial to evidence the success of the scheme
- Monitor staff wellbeing trends before and after the programme and the subsequent effects of positive lifestyle choices including reduction in medication, weight loss, improved confidence, self-esteem, reduction in stress levels and generally feeling better at work
- Spend time in the workplace utilising staff meetings and agreed one to one and group meetings to promote the ACTIV8 Programme
- Explore other suitable marketing opportunities to engage with the target audience i.e. FB page + Newsletter and signpost staff to other services where required
- Offer bespoke support to staff that fail or struggle to meet respective fitness tests set out by the DHA's service delivery divisions
- Ensure there is adequate support and signposting in place to help staff improve their health and fitness levels to successfully allow them to meet the Department's requirements
- Recognise the importance of the post to help deliver against the Programme for Government's aim to get more people more active more often
- Produce a monthly report which will contain findings based on agreed key performance indicators set by the Senior Sport Development Officer and DHA Management
- Attend monthly and weekly team meetings
- Work with the Physical Activity Team to assist with the development and delivery across multiple departments

You will also be responsible for:

- **Service Delivery**

You will be accountable for the delivery of the ACTIV8 Scheme ensuring that all staff and service users receive the service and support that has been promised and outlined with clear information and correspondence.

You will be flexible in their working hours and locations (including early mornings, evenings and weekends) and assist with other Physical Activity Programmes facilitated by MSR.

- **Representation and Corporate Contribution**

You will represent the MSR in a range of settings, forums, committees, working groups and events. It is expected that you will be a committed ambassador of MSR and the work that it seeks to achieve.

- **Provision of Advice**

You will be a source of information and advice to colleagues in Governments Departments and other public and in the future private agencies.

- **Ongoing C.P.D**

You may be required to carry out additional training as deemed necessary by the Senior Sport Development Officer as required for the post. Time will be allocated for this training and must be completed as part of your ongoing continued professional development.

## **Manx Sport & Recreation Values and Behaviours**

All staff must adhere to and promote to other staff members, MSR's agreed Core Values and Behaviours:

- **Commitment to Excellence**
- **Caring**
- **Consistency**
- **Continuous Improvement**
- Address any issues in relation to staff Values and Behaviours through 4 C's values appraisal Scheme in order to maintain high standards at all times
- Staff must show respect to customers and other members of staff at all times
- Maintain excellent working relations with colleagues
- Promote a quality service by working with agreed standards

- Conduct must be of a standard that promotes public confidence in the ability of the individual and the service as a whole
- In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the post holder will not consume alcoholic drinks or narcotic substances during the duration of the working day

## **Safeguarding Statement**

Staff will have aligned to their role and responsibilities, regular unsupervised access to children, young people (under 18) and vulnerable adults.

The Department of Education, Sport and Culture is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of the children and young people and the Department commits to providing this training e.g. via induction, online, briefings at staff meetings, inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible for, or with whom they come into contact with, to ensure compliance with the Safeguarding Children Board's Child Protection Procedures and also MSR Safeguarding Code of Conduct. If, in the course of carrying out duties of the post, the post holder becomes aware of any actual or potential risks to their safety or welfare of children in the NSC or Associated Sports Facilities/School, they must report any concerns to the designated safeguarding lead in their area or to the departments Safeguarding Officer.

Failing to follow the Safeguarding Children Board's Child Protection Procedures and MSR Code of Conduct could lead to disciplinary action being taken.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Relevant Degree in Sports and Recreation or a related subject or equivalent	<b>D</b>	CV
Up to date Safeguarding and Protecting Children Qualification	<b>D</b>	CV
Up to date First Aid Qualification (Minimum 3 hour Emergency Aid)	<b>E</b>	CV
Relevant Health & Fitness Qualification (Minimum NVQ Level 2 or equivalent)	<b>E</b>	CV
Experience dealing with a wide range of people in difficult and challenging situations	<b>E</b>	CV & Interview
Practical experience in the organisation and delivery of sport, health and exercise programmes	<b>E</b>	CV
Experience of presenting to a wide range of groups and individuals	<b>E</b>	CV & Interview
Has open conversations	<b>E</b>	Interview
Addresses the issues	<b>E</b>	Interview
Builds supportive relationships	<b>E</b>	Interview
Is professional and credible	<b>E</b>	Interview
<b>Capability</b>		
Knowledge of the health and fitness industry	<b>E</b>	CV & Interview
Ability to establish effective working relationships with a wide variety of individuals, groups and organisations	<b>E</b>	Interview
Proven organisation skills	<b>E</b>	CV & Interview
Knowledge of how Government Departments operate in relation to the role	<b>E</b>	Interview
Oral and written communication skills	<b>E</b>	CV & Interview
Knowledge of the aims and activities of Manx Sport & Recreation (MSR)	<b>E</b>	CV & Interview
Ability to communicate effectively with a variety of different groups	<b>E</b>	CV & Interview
Competent user of Microsoft Office	<b>E</b>	CV & Interview
Ability to work as a team of instructors and ability to work alone effectively	<b>E</b>	Interview
Good interpersonal skills	<b>E</b>	CV & Interview
Future focused	<b>E</b>	Interview
Makes considered decisions	<b>E</b>	Interview
Encourages innovation and supports change	<b>E</b>	Interview
<b>Character</b>		
Can demonstrate vision, creativity and optimism	<b>E</b>	Interview

Self-motivated and able to motivate others	<b>E</b>	CV & Interview
Genuine enthusiasm for fitness and healthy living	<b>E</b>	CV & Interview
Personal integrity and ability to maintain confidentiality	<b>E</b>	CV & Interview
Trusts and is trusted	<b>E</b>	Interview
Has positive energy and drive	<b>E</b>	Interview
Inspires, motivates and empowers	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application/Checks
Full driving licence with access to a vehicle	<b>E</b>	CV & Interview
Satisfactory Police Check	<b>E</b>	Pre-Employment Check
Non-Police Personnel Vetting Form	<b>E</b>	Pre-Employment Check