

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	70391 – 70395, 70410
Post Title:	Family Lifestyle Advisor
Unit/Team:	Sport and Recreation
Grade:	Grade D
Service:	Leisure and Wellbeing
Reports to:	Sport and Recreation Manager
Issue Date:	January 2020

PURPOSE OF THE JOB

Rugby Borough Council has been commissioned by Compass to deliver a Healthy Lifestyles Programme across the county aiming to support families to lead a healthier lifestyle in various ways including the provision of evidence based structured 7 week family based workshops, parent/carer workshops and 1-1's promoting the benefits of exercise and nutrition. The Project Advisor will work with targeted schools within the geographic area by encouraging and promoting active recreation and healthy lifestyles. The programmes will support families to improve their health and wellbeing. The age ranges include primary and secondary school aged children between 4 & 19 years and will take a whole family approach.

There will be five posts hosted in each of the Warwickshire district/borough's sport and leisure teams and day to day line management will be by the hosting authority.

Expected outcomes

- Reduce childhood obesity in primary and secondary aged children and their families
- Improve health and wellbeing in primary and secondary aged children and their families through a 7 week programme and workshop on healthy eating and physical activity.

This post is subject to an enhanced DBS check

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To encourage, support and motivate children and their parents from a variety of social and economic backgrounds who require assistance to participate in physical activities and healthy eating, targeting specific age groups and areas within Warwickshire.

- 1.2 To recruit families with overweight and/or very overweight children on to programmes, targeting the areas of highest need.
- 1.3 To proactively promote the Healthy Lifestyle courses within the target areas through outreach and networking events.
- 1.4 Delivery of 7 week programmes working with children and their parents including both the nutritional and physical activity element.
- 1.5 To support positive changes in behaviour (i.e. healthy eating, physical activity, positive mental well-being) by children and family members and maintain over the course of the 7 week programme.
- 1.6 Support the referral pathway for clinical professionals and health specialists to refer individuals who require lifestyle interventions
- 1.7a Prepare and deliver a rolling 7 week family focused workshop encouraging families to adopt a healthy and active lifestyle.
- 1.7b Deliver a range of service programmes for users to engage in Healthy Lifestyle courses included small groups and 1 to 1 sessions.
- 1.8 Produce literature and workbooks for participants
- 1.9 To set short and long-term goals for parents and children and mentor them through that process.
- 1.10 To signpost individuals to other services where they can receive advice and assistance on health and well-being.
- 1.11 To evaluate all programmes using the National Obesity Observatory' Standard Evaluation Framework (SEF) and to produce a written evaluation report of the programme with recommendations on how to sustain healthy weight among children and families.
- 1.12 To work within approved budgets relevant to the post as assigned by the project co-ordinator
- 1.13 Produce detailed reports about the progress of the project and report at regular intervals to the project co-ordinator
- 1.14 Retain new participants to activity and active lifestyles by providing advice, guidance and links to sports clubs and other sports development initiatives.
- 1.15 To attend when required employee training sessions and team meetings and contribute to the work of the host local authority sport and leisure team.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Assist in the preparation of annual Service Plans and other appropriate strategic documents and delivering actions accordingly.

- 2.2 To prepare and deliver reports on the performance of the post to various groups and agencies and other groups and partners as appropriate
- 2.3 To represent the project at meetings, events and in other forums creating and maintaining links with external partners and presenting a positive external image and sharing best practice where appropriate
- 2.4 To be aware of Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety policy.
- 2.5 To be proactive in safeguarding children and vulnerable adults. Where there are safeguarding concerns then the job holder needs to report these in line with the Council's Safeguarding procedures which can be found in the Child Protection Policy and Vulnerable Adults Policy. The post holder will be required to complete regular safeguarding training.
- 2.5 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for sports equipment, laptop and phone. Will need to adhere to Data Protection guidelines as handling sensitive data.

6. EXTENT OF PUBLIC CONTACT

To work with:-

- Local sports clubs and other sports organisations/associations
- Leisure centres
- Public Health Warwickshire
- Schools
- School Nurses
- School Sports Partnership
- Warwickshire Race Equality Partnership
- CSW sport
- Community groups and volunteers
- Children's Centres

7. WORKING CONDITIONS AND ENVIRONMENT

The post will be office and community based, with some evening work a requirement of the post as courses will be delivered in the main between 4 and 6pm. You should hold a current driving license and you will need access to a car.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council’s rules and follow all reasonable management requirements. These are contained within: the Council’s Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Postholder	Date

PERSON SPECIFICATION



Post: Family Lifestyle Advisor

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working in a sport or leisure environment promoting participation in physical activity and healthy lifestyles	E	A
Knowledge and understanding of the relationship between physical activity and health	E	A/I/T
Experience of leading and coaching physical activity sessions	E	A/I
Knowledge of barriers to participation faced by people who are overweight	E	A/I/T
Knowledge of existing childhood obesity programmes and evidence based research	E	A/I
Experience of working with children and young people in a recreational, educational or community context	E	A/I/T
Ability to monitor and evaluate both practical sessions and written information and provide feedback	E	A
Able to communicate clearly both verbally and in writing with both children and adults	E	A/I/T
Able to work independently and as part of a team	E	R
A commitment to provide excellent customer service	E	I
Excellent attendance and time keeping record	E	R
A commitment to work within our CAN DO values	E	A, I
Experience of working with hard to reach groups	D	A/I
Awareness of health and safety issues, plus an understanding of child protection and confidentiality	D	A/I
Evidence of successful partnership working with schools, children centres and health professionals	D	A/I/T
Experience of mentoring	D	A/I
A degree or Higher qualification in sport, exercise, nutrition or related subject	D	D
Good overall IT skills	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D