

Job Description

Job Title	Physical Activity and Sports Development Neighbourhood Activator
Directorate	Neighbourhoods and Housing
Service Area	Sports and Recreation
Grade	4
Competency Level	1
Salary	£27,254 - £31,022
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To assist with the delivery of a range of initiatives to increase physical activity levels amongst key target groups in specific geographical locations.

Directly Responsible For:

Not applicable

Directly Responsible To:

Physical Activity and Sports Development Coordinator

Main Areas of Responsibility:

- Contribute to the implementation programmes aligned to Liverpool's Physical Activity and Sport program to maximise outcomes for participants
- To engage people with low participation levels, in entry level physical activity and sport and support them to address barriers to lifelong participation
- To work with individuals and groups to understand and address barriers and motivators to participation in physical activity and sport
- To identify a wide range of opportunities for participation by people with a disability in sport and physical activity through ongoing liaison and consultation
- To work with a range of partner organisations to engage people from specific target groups and areas where participation in physical activity and sport is traditionally low
- To encourage regular participation in physical activity and sport by promoting existing opportunities and developing new activities and clubs in local areas
- To act as a 'Buddy' to build confidence and offer support and motivation
- To assist the Physical Activity and Sport Neighbourhood Officers in recruiting and developing 'Enablers' within communities and healthcare settings
- To develop and facilitate accessible (by location, timing and cost) sessions in the activities identified during consultation
- To ensure that inclusive opportunities are fully incorporated into programmes for people with specific barriers to participation
- To undertake ongoing monitoring and evaluation of the project in partnership with appropriate agencies including, but not restricted to, Public Health and Liverpool Clinical Commissioning Group

- Contribute to the development, implementation and review of the annual Physical Activity and Sport Development business and team plans
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

There are no supervisory responsibilities attached to this post

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- To keep accurate financial records relative to the project

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post involves considerable physical activity and often focuses on tasks outside which may encounter adverse weather

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Not applicable

Desirable

- Recognised first aid qualification
- LCC safeguarding training

Experience

Essential

- Experience of successfully engaging, motivating and retaining people in an active and/or healthy lifestyle, particularly those who are under active / experience exclusion and barriers to services (A,I)
- Experience of partnership working with a range of organisations (A,I)
- Experience in recruiting and supporting the personal development of volunteers (A,I)

Desirable

- Experience of delivering or working within physical activity and / or health improvement programmes

Skills/Abilities

Essential

- Understanding the communication and accessibility needs of adults with different needs and/or in different demographic and / or socio-economic groups, particularly those who are under active (A,I)
- Understanding of the benefits of increasing participation in physical activity and sport amongst individuals and communities and of the barriers that inhibit participation (A,I)
- Communication skills: verbal, written and electronic (A,I)
- Ability to prioritise workloads and to meet deadlines (A,I)

Desirable

- Awareness of behaviour change theory and its application
- Awareness of physical activity and sport provision and opportunities in Liverpool
- Awareness of key local and national strategies relative to physical activity and sport
- Awareness of grant funding opportunities and grant making organisations
- Ability to contribute to and work as part of a team

Commitment

Essential

- Not applicable

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Requirement to work outside standard hours, including, evenings and at weekends as required (A,I)

Desirable

- To wear a uniform and Personal Protective Equipment as required