JOB DESCRIPTION

Job Title: Physical Activity Lead

Accountable to: Wellbeing Manager

Salary: £26,390

Location: Ravenswood, Crowthorne

Hours: 35 hours per week (to include occasional evenings and weekends)

Contract: Permanent

MAIN DUTIES AND RESPONSIBILITIES

1. Working closely with the Wellbeing Manager and in conjunction with other professionals (as required) to assist in the development and delivery of the sports and physical activity programme for the people we support, primarily for those with learning disabilities.
2. To line manage a team of staff to deliver the sports and physical activity provision on a day-to-day basis, to also include supervisions and team meetings.
3. To oversee the provision of sports and physical activity at Ravenswood, which includes the hydrotherapy pool and regular programme delivered by a team of sports practitioners.
4. To monitor and review the progress of the sports and physical activity programme through reporting, recording KPI’s and other administration responsibilities.
5. To actively promote Ravenswood sports and activity provisions to the wider community and monitor bookings from external users.
6. Maintain health and safety standards ensuring that all people we support and staff adhere to

the safety guidelines in place.

1. Implement all policies required for the sports and physical activity provision including Health and Safety, Safeguarding, Manual Handling, Equal Opportunities and COSHH. Maintain risk assessments for all sports and activity sessions on site.
2. Support the sports team to maintain the safe operation of the water purification plant, the maintenance of the quality of the water, safe chemical levels and water checks.
3. Undertake necessary training for accreditation of skills and qualifications.

General

1. To maintain standard of dress that is appropriate to role and in accordance with the organisation’s dress policy.
2. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
3. To attend regular supervision sessions with a line manager, regular team meetings and undertake relevant training as and when required.
4. To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions.  As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.  To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
5. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
6. To work at any other location as and when required.
7. To work weekdays, with occasional evenings and weekends expected.
8. To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

PERSON SPECIFICATION

Physical Activity Lead

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| CRITERIA  | ESSENTIAL | DESIRABLE |
| EXPERIENCE  | * Competent swimmer.
* Delivery of sports and physical activity sessions or programmes.
 | * Working with adults who have a learning disability in a health or social care setting.
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| QUALIFICATIONS  | * Grade C or above at GSCE level in English and Maths or equivalent.
 | * First Aid Certificate.
* Lifesaving Safety Award.
* PWTAG, National Pool Plant Operators Certificate.

(training will be provided) |
| KNOWLEDGE AND SKILLS  | * Excellent interpersonal, social and facilitation skills for communication.
* Good literacy, numeracy and ICT skills.
 | * Knowledge of Health & Safety particularly in respect of swimming pools.
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| PERSONAL CIRCUMSTANCES AND ATTRIBUTES  | * Physically fit and confident in the water.
* Positive attitude towards people with a disability and the benefits of physical activity.
* An understanding and commitment to apply Equal Opportunities.
* The ability to work methodically and plan time effectively.
* Willingness to undertake further training and achieve qualifications as required.
* A high level of commitment and enthusiasm.
* Able and willing to be flexible in approach to work and responsive to changing demands of the organisation and service users.
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