

Health and Activity Lead **Role Description**

About the role

The main purpose of the role is to increase the number of college students participating in physical activity. A key part of the role will be to manage and coordinate a programme of activities that will address issues of health and well-being amongst students.

Main Duties

- Build and sustain effective partnerships with Health organisations and other community providers and organisations
- Coordinate the delivery of additional and regular physical activities within the college for all students
- Establish develop and support Active Leaders groups/Volunteering
- Connect to existing opportunities already available in the local area and signpost students to these
- Collaborate with the wider Learner Experience team to support enrichment activities and plan college initiatives

Role Objectives

This is a Sport England funded project, which focuses the Government outcome of decreasing the percentage of people physically inactive, with an additional focus on mental health and/or individual development.

You will do all of this by;

- Coordinate the delivery of Health & Well Being programmes within the college for all students
- Ensure programmes are appropriately and successfully promoted both internally and externally
- Gather relevant intelligence to understand the needs of students, including utilising national data Provide Sport England with their monitoring and evaluation requirements
- Provide RNN Group with their monitoring and evaluation requirements
- Submit impact reports to Sport England
- Access funding streams for future sustainability
- Take a strategic approach to physical activity and ensure that it's development is advocated within RNN Group
- Represent RNN Group on community groups where appropriate

Challenges

- You'll be able to manage conflicting demands, working within time pressures to complete day to day operational tasks and achieving targets in line with deadlines.
- You will record all activities in line with Sports England procedures and be responsible for ensuring deadlines are met.
- You will need to develop strong working relationships with all curriculum areas to strengthen your offer to learners.

Your role in the department

- You will report to the Senior Health & Activity Lead, who will give you direction on the role of the team and provide advice and guidance on issues

- You will also be located in the Learner Experience team and will be expected to attend appropriate meetings and be an active team member.
- Collaborate effectively with Cross College staff including Course leaders, Additional Learning Support and other services

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Terms and Conditions – Support Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 23

Pension: Automatic enrolment to the South Yorkshire Pension Scheme

Holidays: 22-26 days plus bank holidays

Health and Activity Lead Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Recording and reporting activities and working towards targets	✓		AF,I,R	✓
• Working in a college setting with learners aged 16 and above.		✓	AF,I	
• Experience of working with and supporting a range of client groups.	✓		AF, I	
2. Qualifications				
• Level 2 Literacy and Numeracy or willingness to undertake	✓		AF,CQ	✓
• Level 4 or above qualification in a relevant subject area	✓		AF,CQ	✓
• Level 2 NGB Coach certificate	✓		AF,I,R	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Ability to demonstrate flexibility and team working	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	✓
• Familiarity with computer applications, particularly word processing, PowerPoint and databases.	✓		AF,I,R	✓
• Excellent communication and interpersonal Skills	✓		AF,I,R	✓
• The ability to work in a demanding environment, whilst remaining calm and focused.	✓		I,R	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	✓
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		AF,I,R	
• Able to work with and respect, personal or sensitive information and treat this data in confidence and accordance with the RNN Group Data Protection policy	✓		AF,I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		AF,I	
5. Training				
• Willing to undertake any training connected with the post	✓		AR, I	
• Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.				
6. Physical Make-up				
• No disability which is likely to impact upon the job performance; (that is, any that cannot be accommodated by reasonable adjustments)	✓		I,R	
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		AF,I,R	