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| **Job Title** | Physical Activity Officer |
| **Grade** | Grade 7 (SCP 26 to 30) |
| **Manager** | Physical Activity Manager |
| **Direct Reports** | None |

**JOB DESCRIPTION**

**Main Purpose of Post**

The Physical Activity Officer plays an important role in the commissioned physical activity provision within the organisation. This includes physical activity on referral services, Active Lifestyles (or equivalent) provision, and emerging opportunities to place physical activity at the heart of the health and well-being agenda in Manchester.

The Physical Activity Officer will develop and maintain positive relationships with key stakeholders, providers, partners and local communities in the physical activity sphere, working under the guidance of the Physical Activity Manager to increase the number of Manchester residents doing more than 30 minutes of physical activity per week, and to reduce the health inequalities that exist in the city.

**Main Duties and Responsibilities**

To project manage the administrative and engagement components of Manchester Active’s physical activity commissioning and delivery.

To collate and analyse relevant data and insight for physical activity commissioning and delivery.

To facilitate engagement in Manchester’s communities, using an Our Manchester approach, which informs physical activity commissioning and delivery.

To coordinate and produce advanced drafts of proposals, business cases, reports and funding bids, as required.

To engage with local people to ensure they have their say in relation to physical activity provision; involve local people, partners and stakeholders in co-production of plans, delivery options and potential service changes.

To coordinate meetings of physical activity partners and stakeholders, including agenda setting and minute taking.

To liaise with and support evaluation partners for physical activity provision, and support in the capturing and sharing of learning in this sphere.

To support in the research of theory and best practice approaches to physical activity interventions.

General administrative duties as required.

Deputise for the Physical Activity Manager in meetings, as required.

**MCRactive is proud to support the Our Manchester Strategy. We embrace the Our Manchester behaviours and as a part of the MCRactive team you should adopt and adhere to these behaviours and encompass them as a part of your daily working:**

* We work together and trust each other;
* We take time to listen and understand;
* We 'own it' and aren't afraid to try new things;
* We're proud and passionate about Manchester; and
* We show that we value our differences and treat people fairly.