

JOB DESCRIPTION

Job Title	GetRochMoving Coordinator
Job Reference Number	YT2421
Closing Date	Wednesday 1 May 2024
Interview Date	Wednesday 8 May 2024
Location	Rochdale Boroughwide
Pay Band	Band 4, £27,975 - £31,641 per annum (pro-rate for part time)
Hours of Work	25 hours per week (over 4-5 days)
Accountable To	GetRochMoving Manager
Accountable For	Casual Instructors, Casual Coaches and Volunteers
Special Conditions	<p>The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.</p> <p>Fixed Term until May 2025</p>

1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes planning and coordinating a programme of initiatives and activities for communities across the Borough with stakeholders to be delivered in the community and open spaces, working with colleagues from the Development and Leisure Teams to link the GetRochMoving activities with other physical and creative programmes and ensure all meet and contribute to the requirements of the funding whilst being safe and fun.

2. DUTIES AND RESPONSIBILITIES

- a) To be responsible for the planning and coordination of a programme of initiatives and activities including a health and wellbeing calendar of events for communities that will be delivered in community venues, open spaces and Your Trust sites and that supports local needs and contributes to wider social and health objectives;
- b) To develop excellent links and positive relationships with partners and stakeholders through attending regular community projects, events and partnership meetings to promote knowledge, awareness and cross sector working;
- c) To work with the Development and Leisure Teams to link the GetRochMoving Programme with other established programmes delivered in Centres that supports the health and wellbeing of our communities and helps to raise awareness and provide

future opportunities for participants;

- d) To coordinate and manage Casual Instructors and Coaches and Volunteers engaged in the delivery of the community projects;
- e) To support the development and delivery of the community offer across the borough including carrying out consultation to identify gaps and opportunities and to support and empower delivery partners to share their views, ambitions and help lead decision making;
- f) To establish and manage robust systems for bookings, payments, dealing directly with enquiries, data collection, registration and recording of data and to undertake monitoring and evaluation of activities;
- g) To produce reports of participations figures and outcomes across the GetRochMoving Programme and report to Managers, stakeholders and funders;
- h) To source and apply for funding to support the development and continued delivery of health related projects;
- i) To assist the GetRochMoving Manager in ensuring that all provision adheres to policies, practices and procedures including financial regulations, safeguarding and health and safety requirements;
- j) To work with the Marketing Team on the promotion of physical activity classes and courses, in particular targeting socially disadvantaged communities and those living in isolation;
- k) To be polite, friendly, courteous and helpful at all times and deal with enquiries from customers and members of the public appropriately;
- l) To work at Your Trust and other venues across the Borough as required;
- m) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of

the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.

- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Qualified to a Level 3 or equivalent in Business Administration or qualified by experience	E	A / I
Experience of working in partnership with organisations from community, voluntary and faith groups and statutory services	E	A / I
Experience in analysing, reconciling and presenting administrative information in a clear and logical manner	E	A / I
Experience of using manual and computerised administrative support systems	E	A / I
Experience of best practice in improving, measuring and continually improve a projects performance and effectiveness	E	A / I
Experience of working in an administrative or project support function including use of manual and computerised administrative systems	E	A / I

Qualifications and Experience	Essential / Desirable	Identified By
Proven and successful experience of working within health and wellbeing or leisure related projects	D	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public	E	A / I
Friendly, outgoing person who can adapt their approach for different audiences, working with different groups and ages	E	A / I
Understanding of the barriers to sport, physical and cultural activities experienced by adults of different abilities within the community	E	A / I
Knowledge of how sport and physical activity can impact positively on individuals and local communities	E	A / I
Must be proactive, enthusiastic, able to use own initiative and have good organisation skills and produce high quality work	E	A / I
Proven ability to prepare concise and accurate reports, and proof reading skills	E	A / I
Ability to problem solve and make key decisions under pressure, including prioritising and meeting deadlines	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent numeracy, literacy and IT skills (Word, Excel, Outlook, PowerPoint, Databases)	E	A / I
Excellent time management skills	E	A / I
Understanding of GDPR and Data Protection	D	A / I
Awareness of equality, diversity and inclusivity within sport	D	A / I
Experience of online booking and payment platforms	D	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Curiosity, Passion and Trust	E	A / I
High standards of personal presentation and appearance	E	I
Full UK driving licence or ability to travel around the Borough	E	A / I

Post Holder Name	
Post Holder Signature	

Date	
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Version: April 2024

Completed By: GetRochMoving Manager