**Job Details**

Job Title: **COMMUNITY ACTIVATOR**

Post Number: POST000074

Directorate: Environmental and Community Services

Section: Sport and Health Development

Post Grade: Tier: 5, Grade: D

Responsible to the Sport and Physical Activity Coordinator

Responsible for Community Volunteers/Leaders

**Job Purpose**

* + The activation of a Community, Physical Activity and Health Development approach across Erewash as well as within specified target areas.
  + To engage the communities in Erewash to become more physically active by building relationships with local people, utilising assets and working closely with partners to change behaviour, raise aspirations and provide new opportunities linked to healthy lifestyles and physical activity.

**Main Responsibilities**

* Work in a place based setting utilising local assets and engaging with the community to build local leadership enabling physical activity.
* Build positive relationships with local people of all ages and backgrounds across Erewash and within specified target areas.
* Consult, recruit and support local champions regularly to understand the challenges and barriers faced by people in the community.
* Act as a catalyst through building relationships that enable people to act together for the common good creating more active and resilient communities.
* Map and maintain awareness of formal and informal community activity and provision, sharing this information across Erewash to promote increased participation.
* Identifies and encourages people who are natural connectors and natural leaders within the community, encouraging participation in such initiatives and/or enable for citizens to co-design their own initiatives.
* Maintain accurate records of community engagement and conduct evaluation of the work on an ongoing basis. To provide written records / plans of activities provided.
* Work with the Sport and Health Development Team and partners to identify further funding and establish a clear plan to achieve sustainability of projects.
* Develop effective community liaison by attending public meetings and local group meetings.
* Deliver the Council’s services in accordance with the Corporate Plan and contribute to the achievement of the Council’s Vision and Priorities.

**Decision making**

**Financial Responsibilities**

**Key Contacts / Relationships**

* Internal Contacts – Various EBC Services and Departments
* External Contacts – Kirk Hallam Big Local, Shift, Erewash CVS, Parkside High, DCC Public Health, Derby County Community Trust, Active Derbyshire, community organisations, local charities, local business’ and community volunteers/leaders.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Sport and Health Development Coordinator**

**Date:** **September 2020**

**Version: 1.2 – 29 December 2021. Amended to take into account change to name of Directorate, Section and change of Post Number.**

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:** COMMUNITY ACTIVATOR

**Post Number:** POST000074

**EXPERIENCE**

**Essential Criteria**

* Experience of working in a community setting. A,I
* Experience of working in partnership and engaging with a wide range of assets including schools, clubs and community groups. A,I
* Experience of developing volunteers and leadership in a community setting. A,I

**Desirable Criteria**

* Experience of working in asset based community development. A,I
* Experience of monitoring and evaluating projects and programmes. A,I
* Experience of delivering and organising sport/physical activity sessions. A,I

**QUALIFICATIONS**

**Essential Criteria**

* Sport/Community Development qualification or equivalent industry based experience. A,I,D

**Desirable Criteria**

* Emergency First Aid Qualification. A,I,D
* Health and Safety Training and Risk Assessment awareness. A,I,D

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Excellent communication skills, able to relate to a broad spectrum of people. A,I
* Knowledge of asset based community development. A,I
* Awareness of issues related to safeguarding children and vulnerable adults; Equality and diversity. A,I
* Strong ability to work independently on own initiative including office work and remotely in the community. A,I
* Awareness of equality and diversity issues and ability to adapt working style to people and groups from diverse backgrounds and cultures. A,I
* Ability to inspire, motivate and encourage individuals through sport and/or physical activity. A,I
* Strong planning and organisational skills. A,I

**Desirable Criteria**

* Working knowledge of a broad range of I.T. applications i.e. Microsoft Office suite of programmes. A,I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Willingness and ability to work holiday periods and undertake evening and weekend work. A,I
* Current full UK driving licence (reasonable adjustments will be considered should a disability preclude this requirement). A,I
* To undertake an Enhanced Disclosure and Barring Service check. I

**ASSESSMENT KEY:**

*A* Application

*I* Interview

*T* Test

*D*  Documentation

**Version: 1.1 – September 2020**