



Ipswich Borough Council  
Job Description:

**Health and Wellbeing Engagement Officer – Physical Activity**  
**Health and Wellbeing Engagement Officer – Local**  
**Communities**

**Main Purpose of Job**

To manage, grow and deliver a range of health and wellbeing related programmes and work closely with local communities to improve quality of life.

**Main Duties**

1. To assist the Sport and Leisure Manager (Sports and Service Development) and Partnerships Manager in developing a new community outreach plan that supports the delivery of the Health and Wellbeing Action Plan
2. To increase participation through an innovative and fresh programme of activities available to residents of Ipswich.
3. To build relationships and partnerships with businesses and other organisations to help expand the corporate and community offer, driving participation.
4. To manage a local activity programme that delivers on the priorities of the Health and Wellbeing Action Plan, with particular reference to Covid recovery.
5. To assist the Sport and Leisure Manager (Sports and Service Development) and Partnerships Manager in ensuring financial and evaluation reports on the programmes are accurate.
6. Work with the Health and Wellbeing Project Officer and Sport and Fitness Programme Manager to ensure the day to day operation of the community activity programme runs smoothly
7. Manage a holiday activity programme, ensuring a strong, attractive offer for customers and residents
8. Work with the Sport and Leisure Manager (Sports and Service Development) to ensure there is a strong sports and leisure community offer for the people of Ipswich, helping reduce inactivity.
9. Where necessary, to deliver sports and fitness activities or health and community related activities as required by the service.

10. To ensure that the duties undertaken with the post holder's area of responsibility are carried out in accordance with the Council's policies under the Health and Safety at Work Act 1974. To report all safeguarding, accidents or incidents and any other potential dangers immediately; completing all necessary paperwork including near miss forms and escalate information accordingly.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Ipswich Borough Council  
**Person Specification**

Health and Wellbeing Engagement Officer – Physical Activity

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b>Knowledge/Qualifications</b></p>	<p>Educated to GCSE level in a minimum of five subjects including English and Maths, and 1 A Level or NVQ Level 3 in a leisure related field</p> <p>National Governing Body or health/community related Level 2 coaching or qualification or committed to achieving this.</p> <p>Attended/committed to attend a First Aid course.</p>	<p>First Aid certificate.</p> <p>Member of CIMSPA</p> <p>Knowledge of managing or running a physical activity or community outreach programme</p> <p>Relevant fitness qualifications enabling delivery of fitness classes</p>	<p>Application/Interview</p>
<p><b>Work related experience</b></p>	<p>Experience of working within a sports, leisure, community, or health environment</p> <p>Demonstrate experience of organising a programme of activities</p> <p>Experience of generating income from sports and fitness activities</p> <p>An understanding of and ability to use a strong performance management approach to manage people and projects</p> <p>Experience of working in partnership with people/organisations to achieve mutual benefits</p>	<p>Experience of selling services or products to people and/or businesses</p> <p>Experience of delivering a sports or fitness activity to a group of people</p> <p>Experience of working with referral processes</p>	<p>Application/Interview</p>

	Demonstrate experience of working in a community setting and increasing participation in sport and physical activity or community activities		
<b>Specialist knowledge</b>		<p>Knowledge of relevant Sport England/community sport strategies</p> <p>Knowledge of health related strategies and initiatives</p>	Interview
<b>Personal skills</b>	<p>Ability to organise &amp; prioritise workload and achieve objectives.</p> <p>Deal with other people in a respectful and positive manner at all times.</p> <p>Experience of writing materials suitable for mixed audiences eg staff memos, basic reports, information for the public</p> <p>Ability to work under own initiative.</p> <p>Self-motivated.</p>	<p>Evidence of good negotiation skills</p> <p>Good customer care skills</p>	Interview
<b>Special working conditions</b>	<p>Flexible approach to working hours.</p> <p>Subject to satisfactory Enhanced Criminal Record Bureau check.</p> <p>Required to work at one of Ipswich Borough Council's Facilities</p>	Current driving licence.	Interview