

## Physical Activity Co-ordinator

### JOB DESCRIPTION

**Role:** Physical Activity Co-ordinator

**RESPONSIBLE TO:** Senior Physical Activity Co-ordinator

**SALARY:** £25,000

**LOCATION:** St Charles Centre for Health and Wellbeing (W10 6DZ). Travel to other community venues and Open Age sites will also be required with occasional home working.

**HOURS:** Full time (35 hours per week)

**JOB PURPOSE:** To plan, develop, deliver and promote weekly physical activity and dance sessions as well as health talks and taster sessions for older people across community venues and leisure centres in Westminster, Kensington & Chelsea and Hammersmith & Fulham

#### MAIN RESPONSIBILITIES:

- To co-ordinate and plan physical activity (including dance) provision in line with user and funder requirements and in co-ordination with other activity workers in Westminster, Kensington & Chelsea and Hammersmith & Fulham
- To perform essential administrative tasks such as processing invoices and activity fees, producing marketing material, responding to member enquiries, activity bookings and sourcing of cover instructors.
- To compile project budgets, ensuring that activities run according to designated funds.
- To support other Open Age staff who have responsibility for physical activity provision ensuring that health and safety requirements (e.g. instructors' insurance and risk assessments) are in place
- To source and manage qualified exercise instructors
- To source appropriate venues for the delivery of physical activities
- To observe sessions and interact with members to ensure that sessions are delivered to a high standard and comply with Open Age's requirements
- To facilitate online sessions.
- To provide health promotion talks and taster sessions to groups in the community and provide appropriate information to increase participation in physical activity.
- To promote the general benefits of physical activity for older people to our members and across community organisations.
- To attend multi-agency meetings to ensure a co-ordinated and integrated management of programmes.
- To participate in health days, information, and promotional events

- To undertake outreach work where potential users may be reached
- To liaise with health professionals and older people to raise the awareness of Open Age services.
- To monitor and evaluate activity data, compile feedback, manage related paperwork and produce reports for funders in a timely manner
- To meet project outputs and outcomes
- To cover delivery of clinical exercise classes when needed.
- To work flexibly within the job description and to carry out any other duties as required supporting the changing needs of the programmes

## **PERSONAL ATTRIBUTES AND EXPERIENCE**

- Newly qualified in the area of sports, exercise and/or physical activity or equivalent working experience in community sports, physical activity, health and/ or leisure service provision
- If not already in possession, the willingness and ability to undertake training to be a qualified exercise instructor to help support the organisation. Examples of qualifications include Postural Stability Instructor and Exercise Referral.
- A genuine willingness to work with older people
- An understanding of the physiological and social issues affecting older people
- Reliable, flexible and the ability to manage time effectively whilst juggling multiple timetables and classes.
- Ability to work on own initiative and as part of a multidisciplinary team
- Strong IT and report writing skills and the ability to interpret data.
- Excellent attention to detail.
- Excellent interpersonal skills and the ability to build great relationships with partners, members and work colleagues.
- Excellent communication skills – verbal and written.
- Self-motivated and enthusiastic
- Ability to work with a wide range of people and professional groups
- Ability to cope with change
- Ability to travel throughout the area we work in on a daily basis