

JOB DESCRIPTION

JOB TITLE:	Health Walks Co-ordinator
SALARY:	£21,000-£23,000 per annum (pro rata for Part Time)
TERM:	3 Year Contract
LOCATION:	Hybrid - Home working with occasional travel to SASP Offices (Wellington)
HOURS OF WORK:	22.2 hours per week (3 days a week) or Full Time
RESPONSIBLE FOR:	Volunteer Health Walk Leaders
RESPONSIBLE TO:	Physical Activity on Referral Manager

Main Purpose of the Job

To develop, co-ordinate and deliver a programme of Somerset Health Walks, which aims to improve the health outcomes and quality of life amongst Somerset residents by providing opportunities to be more physically active and maintain a healthy weight, whilst addressing long-term health condition(s).

The Health Walks Co-ordinator will lead the recruitment, training and support of volunteer walk leaders and the day-to-day management of the programme.

Summary of Responsibilities and Key Duties of the Job

1. To lead and manage the operational delivery of the Somerset Health Walks programme working with walk leader volunteers, healthcare professionals, local authorities and voluntary, community and social enterprises (VCSE) organisations to implement the programme.
2. To plan and deliver an annual programme of health walks across Somerset.
3. To deliver a programme of volunteer recruitment, training and induction for walk leaders including the provision of on-going support and supervision through mentoring/coaching, regular meetings, newsletters and update training.
4. Liaise with the Physical Activity on Referral Manager to co-ordinate the development of a programme of regular targeted shorter walks for people who have specific long term health conditions such as COPD, Diabetes or Parkinson's.
5. Liaise with the Physical Activity on Referral Manager to develop a referral process for low risk participants of the Physical Activity on Referral scheme into the Somerset Health Walks programme.
6. Establish a new Health Walks 'Community of Practice' (CoP) for health walk leaders who are part of the scheme. The CoP will quarterly share learning and best practice. This might also include update training for walk leaders.

7. Ensure health walk leaders managed walkers personal data in line with GDPR practices developed for the scheme.
8. Develop effective administrative systems for the monitoring and evaluation of Somerset Health Walks.
9. To ensure that data is collected and entered accurately on all health walk participants and that key performance indicators are reported quarterly.
10. Provide tailored support to early years settings in order to make walking accessible and appropriate for young children and parents/carers.
11. Provide tailored support to a range of voluntary and community groups/organisations to set up and maintain their own walks as part of the Somerset Health Walks programme.
12. Attend occasional face to face meetings as required with volunteer walk leaders across the county.
13. Participate in Somerset Health Walks as required to gain a understanding of the programme and the support needed by volunteer walk leaders.
14. Work with the Communications team to develop a communications plan to promote Somerset Health Walks and walking opportunities across the county.
15. Work with the Volunteer Project Officer to identify new opportunities for health walk leaders and walkers to access. Including undertaking a mapping exercise to identify where there is good walks coverage versus gaps and work with the Volunteer Project Officer to seek and develop new opportunities in these areas using volunteers.
16. To increase doorstep provision of the Somerset Health Walks scheme, offering more routes which overcome barriers such as access to transport.
17. To work with the Active Ageing Project Officer and other SASP staff to establish closer links between all walking related SASP offers. Examples include walking challenges and walking sports and programmes such as Walk Your Way, where smooth transition into Health Walks for people wishing to progress in time and distance and benefit the social support of a group set up needs to be established.
18. To develop and implement ways of recognising and rewarding walk leaders, including walk leader thank you event and case studies.
19. Extend and improve the walking opportunities for individuals to be physically active within the Somerset Health Walks programme.
20. To endeavour to develop and maintain good relationships with healthcare professionals and other referral pathways to make them aware of health walks.
21. To ensure Health and Safety procedures are in place for all trained walk leaders who are part of the scheme.
22. Attend follow up walks with new volunteer walk leaders who attend the online walk leader training to ensure that they follow the health and safety procedures.

23. To represent SASP on committees and groups within the county, regionally and nationally where appropriate.
24. Undertake any other duties and participate in projects commensurate with the nature and grading of this post or at the direction of the line manager.

General Information

All work performed/duties undertaken must be carried out in accordance with relevant SASP policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Date: 4th May 2022

PERSON SPECIFICATION

Health Walks Co-ordinator	
JOB REQUIREMENTS	ESSENTIAL/ DESIRABLE
Knowledge	
1. A broad understanding of the health related benefits of physical activity	Essential
2. Knowledge of primary, secondary care systems and the role of public health	Desirable
3. Establishing and developing successful partnerships	Desirable
Skills and Abilities	
4. Excellent organisational skills	Essential
5. Excellent communication skills (including presentation delivery and report writing) for a variety of audiences	Essential
6. Able to use own initiative and be proactive in planning and driving work programmes	Essential
7. To be committed to customer care and providing an efficient and effective high-quality service	Essential
8. Able to work effectively with computer based programmes such as Microsoft Excel, Word & PowerPoint	Essential
9. A commitment to equality and diversity in working practices, with the ability to embed this across all aspects of work.	Essential
Qualifications and Experience	
10. Walking qualification e.g. YMCA, Somerset Walk Leader	Desirable
11. Cascade Trainer (WHI or Somerset Health Walks)	Desirable
12. Experience of multi-agency working and the development of effective partnerships	Desirable
13. Experience of completing administration tasks	Essential
14. Experience of planning, co-ordinating, delivering and evaluating interventions	Desirable
15. Experience of working with volunteers	Essential
16. Experience of delivering training/group work	Essential
Educational	
17. Valid driving licence	Essential
Work-related Personal Qualities	
18. Self-motivated – able to work alone with minimum supervision	Essential
19. Able to inspire confidence in others	Essential
20. A passion for physical activity and the contribution that getting outdoors can make to our health and wellbeing	Essential