

JOB DESCRIPTION

Job title: Project Co-ordinator - **Get Walking Keep Walking**

Grade: C

Department: Campaigns

Reports to: Project Manager – Get Walking Keep Walking

Position: Contract to December 2011

Background

This is one of six Get Walking projects funded by Big Lottery, providing a standard short walking and health promotion programme in urban areas, targeted at people who are insufficiently active and helping them to meet the Government target of 30 minutes' exercise five times per week by walking. This is part of the Travel Actively Consortium of six agencies promoting active travel.

Overall purpose of the job:

To manage, promote, and provide delivery of programme activities for the Get Walking programme to December 2011. To lead the planning of activity to meet milestones set by our funders. To manage the Outreach Officer, be the lead officer representing Get Walking in the allocated area, and be the accountable local officer providing activity and financial reporting to The Ramblers.

Main areas of work:

1. Manage the Get Walking Keep Walking project in the required area, which delivers walking and health promotion activities
2. Manage and implement Ramblers systems, policies and procedures
3. Liaise with other local partners and represent Get Walking in local networks and with key stakeholders
4. Target Get Walking programme activities to attract inactive people to walk more, including those from high deprivation and BME communities
5. Deliver regular walking programmes, one-off walks, and events
6. Plan and deliver promotion of our DIY Pack and other expected outputs
7. Lead the local project's work with evaluation
8. Work with a wide variety of clients including young people and vulnerable adults
9. Manage the Outreach Officer and work actively to outreach and promote the project
10. Work closely with colleagues in other Get Walking projects and at Ramblers main office to achieve consistency of approach and add value to the project
11. Work with Ramblers staff on areas including finance, publicity, and IT

This work will include, amongst other things:

1. Assuring that the project is delivered to the expected plan, being accountable for performance of project, identifying risks and changes needed
2. Managing a regular monitoring process of activities effectively, forward planning and setting specific and detailed work plans
3. Managing local procedures and working with wider procedures
4. Managing the project budget and relationships with Ramblers' finance staff
5. Identifying and developing working relationships at lead officer level including senior staff in local authorities, PCT's, and community partners
6. Setting priorities for the Get Walking project including the balance of work on promotional events
7. Identifying new opportunities to add value and raise profile
8. Working with relevant staff at the Ramblers, in particular Finance, Press, and IT
9. To undertake such other duties as may reasonably be required of the post holder by the Ramblers

Note:

The programme will involve working with young people and vulnerable adults. If you are successful, a satisfactory Criminal Records Bureau Disclosure will be required

The working hours will involve weekend and evening work, and some overnight travel

All Get Walking staff will be expected to regularly transport materials such as booklets, questionnaires, and refreshments, and applicants need to be mindful of own health and fitness. Access to own transport desirable.

Updated: July 2009

PERSON SPECIFICATION

Job Title:	Project Co-ordinator - Get Walking Keep Walking
Grade:	C
Department/Division:	Campaigns (Get Walking Keep Walking)
Reports to:	Project Manager - Get Walking Keep Walking

Essentials:

1. A proven track record in working within the field of exercise, health promotion, community involvement, leisure or other relevant field
2. A proven track record in service management
3. A proven track record of managing other staff
4. A proven track record of project monitoring and reporting
5. A proven track record of service delivery to include vulnerable people, inactive people, areas of deprivation, and understanding of potential barriers
6. A proven track record of facilitating group activity
7. A proven track record of representing your organisation and of strong communication and influencing skills on their behalf
8. A proven track record of leading initiatives and initiating change
9. A proven track record of organising and prioritising work in both short- and medium-term, and of working flexibly and adaptably to changing demands
10. A proven track record of being self-sufficient in terms of administration
11. IT competencies: Word, Internet, Outlook
12. Ability to arrange work / life time to allow for occasional evening, weekend, and overnight commitments (eg travelling to other parts of UK for conferences, team training)
13. Able to carry heavy bulk items (eg information packs and refreshments) within the health and safety guidelines
14. Commitment to Ramblers aims of making walking accessible to all, and to walking for pleasure

Desirables:

15. Knowledge of local area in terms of health / community / walking networks
16. Accredited to deliver health walks programmes