

Post Details		Last Updated: November 2024	
Job Title:	Active Wellbeing Coordinator		
Job Family & Job Level	Sport Operations	Student Placement	
Responsible to:	Active Wellbeing Manager		
Responsible for:	N/A		
Fixed term:	This position is a fixed term appointment for 45 weeks and is open to undergraduate students		
Job	Purpose		Statement
<p>The post holder is expected to support the Active Wellbeing Manager by leading the day-to-day running of community outreach programmes. The role will primarily target disadvantaged and underrepresented community groups through the creation and delivery of health, wellbeing, and physical activity initiatives. The post holder will support the effective design and delivery of a diverse, exciting, and innovative programme of sports opportunities which support the growth of sport and physical activity for, and within, the local community. Target groups will include children & young people, women & girls, lower socio-economic groups, people with chronic health conditions, ethnic minorities, and older people.</p>			
<p>Problem Solving, Accountability and Dimensions of the role</p> <p>The post holder must operate in a proactive manner, organising and prioritising their work within the guidelines set by their line manager and within the internally set protocols of the department. The post holder has the latitude to set their own agenda within these parameters and will organise and prioritise their own work to ensure that key deadlines and objectives are met, with supervisory approval.</p> <p>The post holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar. When faced with issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply their judgement and initiative in order to find an appropriate resolution. Where the post holder faces issues/problems which are of a more complex nature and fall outside of the scope of the post holder’s experience, guidance may be sought from their line manager. The post holder is required to develop an understanding of the strategy and priorities of the Sports Park in order to contribute to decisions on how to develop sport and physical activities in support of this.</p> <p>The post holder will have to work with a diverse range of stakeholders ranging from staff, local authority partners, active partnership and VCSE sector.</p> <p>The post holder is expected to suggest improvements to current working methods, digital platforms or systems to advise the Active Wellbeing Manager where there are specific issues which need to be addressed. They are expected to take a pro-active approach to identifying ways to address these and to implement them under the guidance of their line manager, where appropriate.</p>			
<p>Background Information/Relationships</p> <p>Surrey Sports Park is at the heart of sport and physical activity in Surrey, and our mission is to deliver the best possible sport, health and wellbeing experience to our University of Surrey students and to the wider SSP community. We provide strategic added value to the University by delivering an outstanding student experience through social and competitive sport and providing an excellent environment for wellness and fitness for Surrey staff and students, and our community impact is significant both culturally and physically. The team is passionate and high performing, and the business model requires us to deliver a self-sustaining, well managed and customer service focused business.</p> <p>The post holder will work closely with all Sports Park staff and both internal and external guests.</p>			
<p>This job purpose reflects the core activities of the post. As SSP and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. SSP expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</p>			

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		Essential/ Desirable
Be enrolled on a relevant Sports or Health related degree programme.		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/ Desirable	Level 1-3
Knowledge and experience of delivering sport and / or physical activity programmes.	D	2
Recognised fitness qualification such as Level 2 fitness Instructor, Level 3 Personal Training or Level 2 Exercise to Music.	D	1
Recognised Sports Coaching Qualifications	D	1
Comprehensive knowledge of health, wellbeing and activity participation.	D	2
Working knowledge of MS products	D	2
Knowledge of health inequalities, national governing body schemes and government initiatives relating to sport, physical activity and health.	D	1
Special Requirements:	Essential/ Desirable	Level 1-3
To work during unsocial hours, including early mornings, late evenings and at weekends.	E	n/a
Disclosure and Barring Service Clearance	E	n/a
Commitment to undertake relevant CPD training.	E	n/a
Be based in Guildford with ability to travel around the borough	E	n/a
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Teamwork		2
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Leadership / Management		1
Creative and Analytical Thinking		1
Influencing, Persuasion and Negotiation Skills		1
Strategic Thinking		n/a

Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with Surrey Sports Parks Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and Surrey Sports Parks Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Active Wellbeing Manager



Active Wellbeing Coordinator

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Oversee the operational running of community outreach programmes for the wider community, including monitoring & engagement, analysing data and reporting key findings.
2. Engage members of local community by being a regular presence at community sessions, building rapport with participants and collecting feedback to shape future projects.
3. Support the Active Wellbeing Manager with submission of funding applications.
4. Provide support at community sessions, monitoring attendances, supporting, and developing instructors/activators, and gathering participant feedback.
5. Deliver activity sessions where appropriately qualified.
6. Work with a variety of stakeholders to help promote participation programmes and develop appropriate partnership working relationships.
7. Ensure suitable provisions are in place to engage inactive members of the local community within the outreach programmes and make recommendations for improvements to existing and new projects.
8. Provide support in the organisation and delivery of events including Surrey Youth Games, Open Days etc.
9. Support the Active Wellbeing Team in any other administration tasks as required

N.B. The above list is not exhaustive.