



ROLE PROFILE

ROLE TITLE:	GP Exercise Referral Coordinator
POST ID:	LERC01
GRADE:	SCP 29-33 BAND G £25,440 - £28,746 per annum
HOURS:	37 hours Per Week
LOCATION:	Monmouth Leisure Centre or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.
RESPONSIBLE TO:	Business Manager Sport, Community Development & Events
RESPONSIBLE FOR:	The line management of Monmouthshire National Exercise Referral Programme and Exercise Referral Professionals in the delivery of its objectives.

Tourism, Leisure and Culture Purpose:

The Vision for Tourism, Leisure and Culture is to develop and promote an enterprising environment, which builds business resilience and creates excellent outcomes for our communities.

Please note that we are not able to accept CVs

Application forms can be obtained from: -

- www.monmouthshire.gov.uk/jobs
- Via email to: employeeservices@monmouthshire.gov.uk

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Should you require any further information regarding this post, please contact:

Nick John, Business Manager Sport, Community Development and Events.

Email: nicholasjohn@monmouthshire.co.uk **Tel:** 01633 644284

Closing date: 12 noon 6th February 2015

The Purpose of this Role:

To deliver a consistent service level agreement for exercise referral and health promotion provision throughout Monmouthshire.

Expectation and Outcomes of this Role:

Manage and co-ordinate the exercise referral team and programme operations.

To assist the Business Manager (SCE) in achieving key performance indicators and set targets within that area.

The successful post holder will be a highly experienced individual with strong leadership skills, a can do attitude and a proven track record in delivering key programmes and objectives.

Be able to demonstrate that they can meet the needs of the service and its users and be able to coach and mentor team colleagues to maximise their potential.

They will also be expected to maintain a strong cohesive team that are focussed on delivering an excellent service within the context of reducing budgets.

Your responsibilities are to:

1. To develop and co-ordinate a local Exercise Referral Program in line with WAG National Exercise Referral Scheme which includes delivery of exercise opportunities for clients with chronic conditions to standard protocols to ensure an appropriate, equitable and accessible service across the Local Authority.
2. To maintain and manage a process for monitoring the effectiveness of the scheme. Providing regular updates and performance against key performance indicators both for the Council and key partners including WAG evaluation team and Public Health Wales.
3. Maintain partnerships with key agencies, health professionals, communities and organisations to establish and provide structured patient exercise and education programmes. When needed develop new partnerships.
4. Maintain high levels of uptake, encourage new ideas to increase participation and retention to physical activity via the scheme.
5. Ensure staff deliver a high quality service within the Monmouthshire Exercise Referral Programme, including customer consultations, open sessions, programming (including set appointments and follow ups), health and safety and customer service.
6. Organise team meetings, monitor performance and procedures to ensure staff are aware of targets and their contribution to achieving that. To conduct check in and check out sessions and monitor all sickness, leave and staff cover arrangements.
7. To coordinate, monitor and ensure all exercise classes and activities appropriate, safe and effective.
8. To Support the Business Manager (SCE) in developing and pursuing new opportunities, targeting specific Council priorities, local drivers and health & fitness initiatives. Linking with statutory, voluntary, charity, and commercial organisations to provide appropriate exist routes from the scheme for clients. Tackling health issues and increase physical activity and reducing inequalities in health.

9. To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:-

- A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities.
- Support from the wider Monmouthshire Team.
- Flexible work environment & agile working (in line with service needs)

What else you need to know..... Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Closing date: Friday 6th February 2015.

Person Specification

Role related Knowledge, skills and Experience.

How will we know if you are the right person for the role?

As the successful candidate you will have demonstrated:-

- Proven leadership skills in a challenging environment.
- A degree qualification or equivalent in Exercise, Health, Fitness, Sport Development or related area.
- Recognised Level 3 GP Referral Qualification.
- Level 2 group work qualification (EG Circuits/Exercise to Music/Aqua)
- Recognised Level 4 Qualification.
- Member of the Register of Exercise Professional at Level 3 or above.
- Previous programme and resources management experience and proven success.
- At least 3 year experience of managing a health, fitness or community well-being programme.
- Experience of working on a GP referral scheme.
- Evidence of forming partnerships with National/ or Local organisations EG Local Health Board, NHS, Governing Bodies and Community Groups and providers.
- That you are open minded about change and embrace new ways of working and that you can demonstrate how you have managed change effectively.
- Hold a strong customer focus and commitment to delivering high quality services to achieve results.
- You are self-motivated and have the ability to motivate others.
- Experience of leading a team and their personal development.
- Evidence of continuing professional development.
- IT literate-competent with Microsoft office, internet, and data monitoring systems excel /access etc.
- The ability to drive and possession of a vehicle for work purposes and current driving licence.

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