



Job Description:	Healthy Walks Coordinator (Ref: CACT/ HWC001)
Reporting to:	CACT Health Improvement Manager (line manager) and NHS Greenwich Senior Health Promotion Specialist (Physical Activity)
Hours and rate of pay:	Full-time, £26,000 - £28,000 per annum dependant on experience
Contract type:	Fixed term 2 year contract

Purpose of Role:

To take overall responsibility for the development, delivery and coordination of a range of walking initiatives in Greenwich (including led walks and increasing independent walking and active travel) including the Walking for Health programme, working strategically and operationally to contribute to health improvement and to reduce health inequalities. To ensure that walking initiatives are relevant to and accessed by prioritised segments within the population including those with the poorest health outcomes.

Accountability and key relationships:

The post holder will be employed by Charlton Athletic Community Trust (CACT) and will work in partnership with NHS Greenwich Directorate of Public Health and Wellbeing, Royal Borough of Greenwich and a wide range of agencies in the community and voluntary sector.

Main Duties

The post holder will be required to perform the following duties:

Strategic

- Ensure effective partnership working with local organisations including relevant council and NHS departments, community and voluntary organisations and service users so that walking initiatives are part of a strong multi-agency approach to the implementation of health improvement initiatives related to physical activity and to active travel.

- Audit existing group walks that are run by community, voluntary and statutory organisations to identify strengths, weaknesses and gaps and present findings to the Walking and Cycling Steering Group. Contribute to the implementation of key recommendations set out in relevant local strategic documents including the Greenwich Walking Action Plan.
- Contribute to identifying and addressing the barriers to independent walking (for recreational and active travel purposes) experienced by specific target groups and in specific geographical areas.
- To ensure the integration of Walking for Health within key physical activity initiatives and projects e.g. Greenwich Get Active, Active Travel, Walking Away from Diabetes, MEND.
- Write proposals, updates and reports required by the Active for Health Coordinator, CACT Health Improvement Manager and other relevant partnership organisations.
- Prepare and deliver oral presentations on walking to a wide range of audiences e.g. voluntary and community groups, groups of employees, health professionals, funding bodies, inter agency groups.
- Stay abreast of the latest evidence based practice, key issues, strategies and targets and ensure all interventions are delivered in line with national, regional and local recommendations.
- Contribute to the preparation of funding applications for walking initiatives.

Delivery of Walk Leader Training

- Recruit and select walk leaders from a variety of voluntary, community and statutory organisations including members of the public, ensuring appropriate representation of the local population.
- Train walk leaders to the nationally recognised Walking for Health Initiative standard and qualification; where appropriate tailor to the needs of specific groups.
- Deliver Cascade Nordic Walk training for community walk leaders as part of the Nordic Walking Community Pathway; where appropriate tailor to the needs of specific groups.
- Provide on-going support to trained walk leaders through mentoring/coaching, regular meetings, newsletters and update training.

Provision of support to community groups and organisations

- Develop and maintain effective relationships with local community groups/organisations through individual support and by convening, chairing and supporting walking forums/groups as appropriate.

- Provide tailored support to a range of voluntary and community groups/organisations to set up and maintain their own Walking for Health programme.
- Provide tailored support to early years settings in order to make walking accessible and appropriate for young children and parents/carers.
- Identify and provide support for 'walking champions' who are committed to encouraging walking at a grass roots level in their own communities.
- Build on existing project work developed by Royal Borough of Greenwich (Community Participation and Diversity Team) with local tenants associations and support these groups to develop and expand their walking programme.
- Provide on-going support to community groups/organisations to ensure guidelines, policies and procedures are in place to support the safe and effective delivery of led health walks.
- Provide support to community groups/organisations in order to develop effective administrative systems for the monitoring and evaluation of the health walks.

Co-ordinate the delivery of led health walks in Greenwich

- Create tailored service level agreements with local voluntary/community organisations for the delivery of walking initiatives.
- Manage, monitor and make recommendations on expenditure from a delegated budget.
- Using specialist knowledge, working with partner organisations to identify new service needs/gaps in services and where appropriate improve access to services, ensuring the involvement of service users/hard to reach groups.
- Using specialist knowledge to risk-assess routes for led walks that will be undertaken by walk leaders and members of the public.
- Liaise with Royal Borough of Greenwich Parks and Open Spaces team and The Royal Parks regarding increasing the use of parks and open spaces for walking.
- Liaise with the Public Health Active for Health Team to co-ordinate the development of a programme of regular targeted walks for people with specific health conditions e.g. depression, coronary heart disease.
- Coordinate the publicity relating to walking including walking opportunities in Greenwich, information.
- Disseminate learning from projects by providing information for and working with, and working with a range of media including press and radio.
- Prepare press releases of case studies of the project to encourage take-up among target groups

Fitbug Challenge

- Liaise closely with the Active Travel Development Officer and the Healthy Workplace Manager in order to deliver the Fitbug Challenge in a range of settings including primary care, children's centres, schools and local community groups.
- Identify appropriate individuals from within a range of settings to champion and co-ordinate the challenge within their organisation; provide appropriate training and support.
- Co-ordinate the allocation of Fitbug equipment/resources.
- Develop and maintain effective relationships with organisations who are engaged with the Fitbug programme.

Monitoring and Evaluation

- Work with the line managers, GHLIS Data Manager and PHWB information analyst team to ensure that there is effective evaluation of the Healthy Walks programme including the planning, coordinating, inputting, analysing and reporting of qualitative and quantitative data and undertaking audits or surveys as required.

General Duties:

- The post holder must at all times carry out his/her responsibilities with due regard to the CACT's policies and procedures.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- Undertake other duties as required ensuring efficient work on behalf of the Sport Development team
- The post holder may be required to work at any of CACT's sites in line with service needs.
- The post holder will have access to confidential information relating to Trust business. The post holder will exercise due consideration in the way this information is used and should not act in a manner that might be prejudicial to the Trust's interests.
- CACT aims to maintain the goodwill and confidence of its own staff service users and the general public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous and sympathetic manner.

PERSON SPECIFICATION

	Specification	Essential (E) Desirable (D)	Application (A) Interview (I)
Qualification	Educated to degree level or relevant experience in specialist area at similar level.	E	A
	Register of Exercise Professionals Level 2 Qualification(s)	D	A
	Walking qualification e.g. YMCA, Walking for Health (WHI)	E	A
	Cascade Trainer (WHI)	D	A
	Nordic Walking (Level 2)	D	A
Knowledge and experience	A good understanding of health promotion policy and practice	E	A/I
	A broad understanding of the health related benefits of physical activity	E	A/I
	Knowledge of evidence based practice in relation to physical activity/health inequality	E	A/I
	Knowledge of national policies and local initiatives linked to health, physical activity and walking	E	A/I
	An understanding of the role of evaluation and research in assessing best practice within health promotion	E	A/I
	Experience of multi-agency working and the development of effective partnerships	E	A/I
	Experience of planning, co-ordinating, delivering and evaluating interventions.	E	A/I
	Experience of working with volunteers	D	A/I
	Experience of working in a leisure/health related environment	E	A/I
Experience of delivering training/group work	E	A/I	
Skills and abilities	Interpersonal skills including the ability to work in areas of deprivation and with people from diverse cultural and social backgrounds	E	A/I
	Excellent written and oral communication skills for a variety of audiences including presentation skills	E	A/I

	Analytical skills, ability to develop ideas and a critical approach to practice	E	A/I
	Ability to organise and deliver training sessions	E	A/I
	Excellent organisational skills and ability to work under pressure	E	A/I
	Self- motivation and the ability to work on own initiative and as part of a team	E	I
	Ability to use Microsoft Office	E	A
Personal qualities	Willing to work flexible hours including some weekends and evenings as appropriate	E	I
	Sensitivity, flexibility and resilience	E	A/I
	Enthusiasm and initiative	E	I
General	Awareness of and commitment to equal opportunities and anti-discriminatory practice.	E	A/I