

**JOB DESCRIPTION**

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| **Post Title**: Exercise Referral Officer | | | |
| **Department**: Wellness Operations | | **Post No**: | |
| **Division/Section**: Bury Live Well | | **Post Grade**: Grade 9 | |
| **Location**: Castle Leisure Centre – flexible working | | **Post Hours**: 37 HOURS – in accordance with the Council’s flexi-time scheme | |
| **Special Conditions of Service**:  The post holder will be required to:   1. Work flexibly over the week, occasionally some weekend/evenings sessions would be needed to support the community and events 2. Work across the whole borough and support PCN (Primary Care Networks) 3. Undertake an enhanced DBS check 4. Commit to regular emergency first aid training | | | |
| **Purpose and Objectives of Post**:  To improve the quality of life for Bury residents who have long term health conditions, by increasing their ability to perform everyday activities more easily. Achieving this by following a person-centred approach to educate why movement is important, and how to do this in a safe and effective way.  To understand the barriers to exercise and movement adherence, by working proactively to break down these barriers using creative and innovative solutions.  To provide wellbeing sessions within community, that allows individuals with varying abilities to be able to take part in supervised exercise and build self-efficacy.  This role will help to address health inequalities within townships of Bury by providing neighbourhood level community outreach.  To help individual PCN’s reach their priorities and improve the lives of their patients and work as part of the Neighbourhood Model to deliver health outcomes. | | | |
| **Accountable to**: Head of Wellness | | | |
| **Immediately Responsible to**: Exercise Referral Team Manager | | | |
| **Immediately Responsible for**: assigned GP surgeries with a designated Primary Care Network | | | |
| **Relationships: (Internal and External)**  **Internal:**  Liaison with the whole of the Live Well Service and the Public Health Team. As well as engage with staff across the wider wellness service, such as leisure, Active Travel, libraries, parks and garden’s and Bury Council.  **External:**  Liaison with PCN’s, GP’s, pharmacists, physiotherapists, Integrated Neighbourhood Teams, local community groups, Clinical Commissioning Groups, Bury VCFA, BEACON Service, Staying Well Team, schools and individual volunteers. | | | |
| **Control of Resources**:  **Personnel**: The post holder will not have any direct reports.  **Financial**: The post holder will not have any direct budget control responsibilities.  **Health & Safety**: Awareness of own health and safety within Council buildings and on site. Ensure the implementation of the Council and Department / Division’s Health & Safety Policy. To exercise due care and ensure personal safety and that of others during the delivery of the service. To be aware of relevant Health & Safety legislation in relation to employees, visitors and service users and be responsible for the implementation of working practices to ensure compliance.  **Safeguarding:**  As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  **Equality Diversity and Inclusion:**  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. | | | |
| **Duties/Responsibilities**: | | | |
| The post holder will work as part of a team to achieve agreed outcomes within the Public Health contract and across the aligned PCN’s. Duties will include: -   * To support assigned referral clients through a 12-week behaviour change intervention, goal setting and monitoring to achieve positive healthier outcomes * To provide person centred solutions to help the individuals achieve their goals * Increase knowledge of all community sessions and groups across Bury, that clients can be signposted to and supported to attend * Proactively work on solutions that will address health inequalities within the community * Work with people to help their understanding of how they can positively affect their health and wellbeing, by improving knowledge, skills, and confidence. * To be adaptable and work flexibly to meet the needs of the service and the client group * To collect data and insight to enable the service to continually improve and move forward * The creation of service user testimonials and case studies, to demonstrate the positive outcomes from the interventions and personalised support | | | |
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| * Support community groups and events, attend wellbeing and drop-in sessions by providing exercise tasters, blood pressure checks, mini-interventions, educational talks and basic fitness testing * Set up new wellness community group support sessions as directed, to deliver practical advice and education alongside team colleagues, to residents in hard-to-reach area – to provide hyper local resource to those that need it most * To continually improve personal development, by undertaking new training courses and building on knowledge base - to facilitate the ever-changing needs of the community * Identify ways to improve the service offered and share best practise with the wider team * Attend multi-disciplinary team meetings with assigned GP surgeries, to work alongside the clinical team and support complex clients who would benefit from Live Well input and support * To work alongside colleagues in leisure to deliver group exercise, gym programmes, gym cover and any other support that is needed to ensure that a continuity of service is available to our customers * Drive awareness of the Live Well service and ensure good relationships are maintained with key referring partners * Use Making Every Contact Count approach - consciously adding value to every conversation with clients/contacts/customers * To attend team meetings as required * To work on specific projects as and when directed by line management and Head of Wellness   General Tasks:   * Undertake all mandatory council training. * Keep CRM system up to date with concise client notes and records * Manage own time and resources. * Prioritise workload in liaison with manager. * Participate in appraisal and learning activities. * To work within the policies and procedures of Bury Council. | | | |
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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |