

BECOMING AN ACTIVE CITY

Appendix 1 – Job Description Example

JOB DESCRIPTION DIRECTORATE:	Community Services
DIVISION:	Operations: Sport and Recreation
JOB TITLE:	Programme Management & Healthy City Coordination
PRIMARY PURPOSE OF THE JOB:	To coordinate and be responsible for programme management of core work streams and projects within the Physical Activity and Sport Action Plan. To initiate and support complementary work linked to positive public health outcomes. To develop and deliver effective governance and reporting arrangements ensuring outcomes, risks and budgets are effectively monitored and achieved.
DIRECTLY RESPONSIBLE TO:	
DIRECTLY RESPONSIBLE	Staff, including consultants and project officers associated with the programme

Main Areas of Responsibility:

- Produce a SMART programme plan that ensures deadline and outcomes of each individual project in achieved.
- Develop and maintain a well-managed and controlled risk register.
- Provide clear direction and coordination between all projects within Physical Activity and Sport Action Plan
- Coordinate activity between the work streams within Physical Activity and Sport Action Plan and the wider activity within the Sport and Physical Activity Strategy.
- Liaise with key internal and external partners to initiate and support work linked to positive public health outcomes.
- Develop and monitor outcomes associated with each project within the Physical Activity and Sport Programme.
- To support effective communication and collaboration within and between Municipality Directorates and outside agencies / partners.
- Manage the relationship between the municipality and Sport England on this project.

- Manage the relationship between the Municipality and its sport and health partners.
- Create and execute project work plans and revise them as and when required.
- Oversee the programme budget and identify opportunities to increase resources.
- Support the individual project officers and appointed consultants to ensure agreed targets are met.

Reporting:

- Produce and deliver monthly progress reports to the Divisional Manager – Sports and Parks and Leisure.
- Produce the required monthly monitoring reports and lead progress meetings with Sport England and any other key agencies.
- Bi monthly reports to the Physical Activity and Sport Strategic Group.
- To provide regular reports to Community Services Management Team, The Director of Public Health, The Municipality Cabinet Member for Culture and Tourism and others as requested.

The post holder will develop the Municipality's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken. Every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the Municipality and that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the Municipality's health safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.