



CRITERIA	ESSENTIAL KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Skills/Abilities</b>	<p><b><u>Demonstrate:</u></b></p> <p>9. A knowledge of grant aid, sponsorship and other funding programmes open to statutory and voluntary groups and experience of successfully completing application processes.</p> <p>10. An understanding of the principles of budget management and financial procedures.*</p> <p>11. The ability to prioritise, plan and co-ordinate the delivery of a work programme and produce highly accurate work.*</p> <p>12. Excellent interpersonal, communication, problem solving, team working and decision making skills.*</p> <p>13. Ability to motivate, persuade, support and influence individuals and organisations and make effective presentations to colleagues and external partners.*</p> <p>14. A positive attitude to Information Technology in carrying out the responsibilities of the post and an ability to use Microsoft Windows packages.</p>	<p>A, I</p> <p>A, I</p> <p>A, I, E</p> <p>A, I, E</p> <p>A, I, P</p> <p>I, P</p>
<b>Commitment</b>	<p>15. An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.</p>	<p>A, I</p>
<b>Other</b>	<p>16. Demonstrate an ability to take a flexible approach to working patterns and work issues, balancing conflicting demands, and to planning work to meet tight deadlines.</p> <p>17. A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to a disability and/or pregnancy).*</p> <p>18. Provide evidence of a commitment to equal opportunities and demonstrate an understanding of how it impacts on sport and physical activity provision.*</p>	<p>A, I</p> <p>A, I</p>

**Produced by:** Gary White, SPAA Manager **Date:** 31 October 2007

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Tests AC - Assessment Centre



**The City of Liverpool**

# JOB DESCRIPTION

<b>SERVICE:</b>	<b>SPORT AND RECREATION SERVICE Sport &amp; Physical Activity Alliance</b>
<b>JOB TITLE:</b>	<b>Active City Co-ordinator (3 years fixed term)</b>
<b>GRADE:</b>	<b>SO1- SO2 Spinal Column Points 29 - 34</b>
<b>PAY RANGE:</b>	<b>£23749 - £27594</b>
<b>LOCATION:</b>	<b>Neighbourhood Management Areas</b>
<b>PRIMARY PURPOSE OF THE JOB:</b>	<b>The Co-ordinator is responsible for establishing and delivering programmes of activity, which lead to increases in participation in sport and physical activity within one of the five Neighbourhood Management Areas within Liverpool.</b>
<b>DIRECTLY RESPONSIBLE TO:</b>	<b>Senior Active City Co-ordinator</b>
<b>DIRECTLY RESPONSIBLE FOR:</b>	<b>Local Activators. Any full and part time staff under his/her authority.</b>

## **Purpose and Scope of the Post**

The Active City Co-ordinator is responsible for developing and delivering a programme of work that leads to an increase in participation in sport and physical activity within one of Liverpool's Neighbourhood Management Areas, with a particular focus on adults and families. This will involve creating effective partnerships with a wide range of agencies and community organisations and maximising access to and use of resources, both financial and human.

## **Working Relationships**

1. With the staff of the Liverpool CC Sport and Recreation Service and Neighbourhood Management Service.
2. With the staff of Liverpool Primary Care Trust.
3. With local sports clubs and community/voluntary groups.
4. With the Liverpool SPAA Manager, Head of Active City and Local Alliance Managers.
5. With the Partnership Development Managers (PDMs) and Liverpool School Sport Partnerships.
6. With relevant staff and officers from sports governing bodies (national, regional and local).

7. With other relevant officers of Liverpool City Council.

### **Principal Duties and Responsibilities**

1. Co-ordination of physical activity initiatives for people of all ages within a designated Neighbourhood Area of the city to ensure that they become part of 'Active City'.
2. Being innovative in creating sport & physical activity opportunities and in identifying appropriate funding streams.
3. Co-ordinate the local delivery of specific activity programmes, including Active Parks, Active Families, Walk for Health and Cycle for Health.
4. Communicate the 'Active City' messages effectively with representatives from different organisations and members of the public.
5. Raise the profile of sport & physical activity and its benefits both within designated area and throughout the city.
6. To advise and assist voluntary sector sports groups in securing funding through grant aid and sponsorship, including Awards for All, Local Network Fund, PCT Community Chest and other relevant sources.
7. To work with School Sport Partnerships and the Sportslink Project to target activity programmes on children and families..
8. Report on the effectiveness of 'Active City' to different organisations and individuals.
9. Have an awareness of other citywide health initiatives, such as Taste for Health and Smoke Free, and contribute where possible to these initiatives.
10. Work with Research Officer to ensure that the campaign is fully monitored and evaluated.
11. Identify opportunities to promote 'Active City' locally, nationally and internationally.
12. Provide relevant training to professionals and community groups on the benefits of participation in sport and leading an active lifestyle.
13. Be involved in the planning and organising of 'Active City' events and conferences.
14. To link effectively with all partner agencies in the area of sport & physical activity and represent the Sport and Recreation Service and Active City on project groups, steering groups, working groups and other relevant forums.
15. To encourage networking and ensure joined up working between local organisations involved in sport and physical activity.
16. To work with facility providers, particularly the Liverpool CC Lifestyles Centres, to increase community participation.
17. To provide reports (written and verbal) to the Sport and Recreation Service, Liverpool PCT, Sport England and other key stakeholders.
18. To maintain files and records relevant to the work undertaken.
19. To co-ordinate the promotion and publicity of the work of the project.
20. To undertake other relevant duties within the scope of the post.

### **General**

1. To participate in relevant training and development opportunities as directed.
  2. To conform to the commitment of Liverpool City Council to Equal Opportunities and non-discriminatory practices.
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Date job description prepared / updated: 22 October 2007

Job Description prepared by: Gary White