



Get Out Get Active Tayside Programme Officer

Job Description

Salary – £23,000 - £25,000 Subject to Experience

Programme Brief:

Get Out Get Active (GOGA) is an exciting programme, funded by Spirit of 2012 that supports disabled and non-disabled people to take part in fun and inclusive physical activity. The GOGA programme has been running in three Scottish localities since 2016 and a new phase of delivery has been agreed in Tayside for 2020-2023.

The fundamental principle behind GOGA is to focus on the key objective of engaging the very least active disabled and non-disabled people to be active together. This will be achieved through enhancing existing partnerships at local level and upskilling the workforce (volunteers and employees) in relation to the patient pathway, principles of inclusion and physical activity and sport opportunities across Tayside.

Job Purpose

The post holder will be work in partnership with NHS Tayside and other local partners to establish a health-based programme engaging the very least active disabled and non-disabled people to be active together. This partnership seeks to create enhanced awareness, understanding and greater coherence between the health sector and the sport and physical activity sector in the NHS Tayside area.

This post will be based in Dundee and will be line managed by the GOGA Tayside Programme Manager.

Principal Working Contacts

1. NHS Tayside staff
2. Local Authority/Leisure Trust/Third Sector staff within Angus, Dundee and Perth & Kinross
3. SDS officers, SDS Branch personnel, sport specific clubs and coaches, coordinators, volunteers and branch personnel.
4. Health and Social Care and Tertiary Education staff.
5. Local and National Disability Organisations with an interest in sport and physical activity
6. Sport and Physical Activity Network staff/volunteers (sports coaches, activity and sport leaders, club organisers, etc)

7. Other organisations and stakeholders with a regard to the functions under the post holder's remit who have a role or interest in sport, physical activity and/or disability.

Main Duties

The post holder will be required to:

1. Manage a dynamic workload, promoting and representing GOGA across Tayside.
2. Work closely in partnership with a diverse range of partners across Tayside including Health Care Professionals, volunteers, local partners and communities.
3. Plan and implement local activity programmes
4. Provide an excellent level of customer service to GOGA participants.
5. Ensure monitoring, impact and evaluation information and data is collected and that the project meets it's agreed targets, reporting format and schedule.
6. Assist the Project Manager to prepare reports to funders.
7. Attract, recruit and retain a pool of talented and dedicated Volunteers from a wide cross-section of the community.
8. Establish and maintain a suitable support structure for Volunteers including 1:1 and group sessions.
9. Risks assess volunteer activity and carry out regular reviews.
10. Processing and monitoring expenditure including volunteer expenses.
11. Administration tasks including maintaining up to date, an effective and accessible database, use of Microsoft Office and other software packages.
12. Contribute to the wider GOGA Tayside team and upholding our values at all times.
13. Produce reports and presentations as required and lead any other programmes or generic areas of work as agreed with line manager.

General Responsibilities

1. Other duties related to the post of Get Out Get Active Tayside Programme Officer as may be delegated.

Candidate Specification

Get Out Get Active Tayside Programme Officer

Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • Education to Degree standard or equivalent. If no formal qualification appropriate work experience within the physical activity, sport, community development or health sector • Full driving Licence and ability to travel across the Tayside region 	<ul style="list-style-type: none"> • Qualification in Health and Social Care, Health Promotion and/or Public Health. • Degree in sports studies, education, CLD, Health
Work and Other Experiences (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Two years' experience in a development or health and social care role • Experience of delivering physical activity programmes • Experience of supporting volunteering/working within the voluntary sector • Experience of working in a partnership with multiple agencies • Experience of working with vulnerable groups and/or communities and knowledge of the importance of physical activity for health and wellbeing • Experience of developing, implementing and evaluating programmes and projects • Experience of effective team working • Experience/awareness of Safeguarding issues, policies and processes 	<ul style="list-style-type: none"> • Experience in planning and delivering volunteer training • Experience of facilitating community engagement • Experience supporting people with a disability • Experience of managing volunteers. • Experience of monitoring and evaluating impact of programmes • Experience of financial administration and record keeping
Skills	<ul style="list-style-type: none"> • Excellent organisational, IT and time management skills including the ability to plan effectively • Ability to manage budgets • Ability to work to own initiative and as a team member. • Ability to build strong sustainable partnership relationships • Strong communication and people skills, including being able to develop effective relationships and to inspire others. • Ability to lead, influence, enthuse and motivate others. 	<ul style="list-style-type: none"> • Marketing / publicity skills

	<ul style="list-style-type: none"> • Demonstrable negotiating and diplomacy skills. • Ability to simultaneously manage a number of projects • Operational knowledge of Microsoft programmes 	
Disposition and Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate confidence, empathy, enthusiasm and initiative • Ability to achieve ambitious goals whilst completing work to the highest standard • Flexibility to work evenings and weekends as required 	
Other	<ul style="list-style-type: none"> • Satisfactory references received 	