



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Move More Manager
Location:	Cyncoed Campus
Department:	Cardiff Met Sport
Hours:	37 hours per week
Grade:	5 AB
Salary:	£30,942 - £33,797 per annum
Tenure:	2 year fixed term

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

1. To be responsible for leading and developing evidence and insight led innovative interventions and programmes to increase physical activity levels for the least active groups in the population.
2. To collaborate strategically with senior leads for NERS, social prescribing and community physical activity to ensure a coordinated pathway of activity and engagement.
3. To work in partnership with Cardiff and Vale University Health Board to ensure programme delivery meets the objectives of Building a Healthier Wales and contributes to the Cardiff and Vale Move More Eat Well Plan.

Principal Roles & Responsibilities:

1. To work collectively with NERS team, social prescribing organisations and physical activity providers to ensure a coordinated and sustainable approach to increasing physical activity levels of the least active members of the population.
2. Improving the quality and quantity of physical activity providers listed to support community exit routes for clients from NERS and social prescribing activities
3. To implement a suite of training opportunities to upskill community based physical activity provision to support clients transitioning from NERS or social prescribing activity to community activity.
4. Coordinate programmes and interventions that increase awareness of resources and opportunities to improve knowledge, confidence and competence amongst inactive populations.
5. To collaborate with partners to increase physical activity in all educational settings during curriculum and extra-curricular time
6. To develop a system to support all providers to track progress of clients from NERS to social prescribing and community exit routes. Ensuring activity is insight led and thoroughly evaluated
7. Ensure that the principles of insport development are implemented across work streams and strategically influencing partner approaches to inclusion.
8. To be responsible for developing opportunities that reduce barriers and perceived barriers to participation, understanding how to adapt approaches dependent on targeted groups engaging with. Using research, insight and co-production to ensure formal and informal opportunities consider the needs of the individual. Advising partners and organisations on evidence gathered to improve engagement.
9. Represent Sport Cardiff at external partner's forums and events related to addressing physical inactivity.
10. To ensure that the service provided is operated at all times in accordance with all current legislation and statutory requirements.
11. In collaboration with Head of Sport Cardiff, Coordinate and implement marketing and promotional campaigns for interventions and activities to ensure maximum communication and impact.
12. Responsible for line management of Coordinators Research and Insight Officer and any casual workforce recruited to support the Move More programme. Ensuring the efficient development of staff to deliver an enhanced service.
13. To actively co-ordinate, manage and source appropriate financial resources including grant applications and sponsorships.
14. Regularly review and evaluate the Move More programmes identifying key outcomes and measuring success. Regularly reporting to Head of Sport Cardiff on progress.

Additional Information

37 hours per week based upon covering the core hours of the sports activities programme. This includes weekend and evening work. To be agreed with Line Manager.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Move More Manager

Post:

*Key

A - Application form

I - Interview

Unit/School: **Sport Cardiff**

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<ul style="list-style-type: none">Educated to degree level in a relevant field or equivalent demonstrable experienceMembership of CIMSPA or the ability to obtain	X X		
Education & Qualifications (Desirable)	<ul style="list-style-type: none">Postgraduate qualification in a relevant field	X		

Knowledge (Essential)	<ul style="list-style-type: none"> • Demonstrable knowledge of financial planning and management • Demonstrable knowledge of the expectations of organisational stakeholder groups, the process of stakeholder engagement and its value • Knowledge of an organisations responsibilities and liabilities in relation to health and safety • Knowledge of operations management and the importance of meeting operational performance targets • Knowledge of the principles of project planning • Knowledge of health and physical activity systems in the UK • Knowledge of the background and major issues in provision of physical activity • Knowledge and understanding of how to communicate, engage and utilise local networks to collaboratively support the local community • Understand the wider background to and definitions of health and wellbeing including key national and local policy, local health data, the impact of health inequalities and participation rates • Have a knowledge of the impact of physical activity and sport on health, the physical activity participation spectrum and the negative effects of inactivity and sedentary behaviour on health • Knowledge of appropriate intervention styles, barriers and motivators to making significant lifestyle changes • Knowledge of relevant behaviour change theories, approaches, tools and techniques that are most likely to support behavioural change • Understand the importance of maintaining continuity of contact with clients to support and track change and offer on-going support • Knowledge of local and credible providers of physical activity and lifestyle change opportunities with an appreciation of the most appropriate storage formats to hold such information and recognition of the need to continually update such directories of information. • Understanding of the respective roles and responsibilities of partner organisations and individuals such as referring professionals, volunteers, exercise professionals, community delivery partners and related health practitioners • Knowledge of how individuals are classified as being inactive, the barriers that stop them being physically active and the enablers to maintain regular physical activity habits 	X				
		X				
		X				
		X				
		X				
		X	X			
		X		X		
		X		X		
		X			X	
		X				X
		X				

Skills and Abilities (Desirable)	<ul style="list-style-type: none">• Ability to create and produce digital content	X		
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<p>Experience paid / unpaid</p> <p>(Essential)</p>	<ul style="list-style-type: none"> • Demonstrable experience working within health, physical activity and / or community development • Demonstrable experience of how to influence people's attitude towards physical activity, health and well-being. • Experience of supporting behaviour change in individuals. • Demonstrable experience on adapting activities or the programme to meet individuals or group needs at that time e.g. personal, social, structural, cultural • Experience of developing and improving stakeholder relationships including Primary Care professionals • Experience of applying for and monitoring grant funding applications and sponsorship opportunities • Experience of successfully leading and motivating others, developing people and fostering engagement. • Proven experience of developing and building strong relationships with both internal and external groups and customers. • Experience of delivering outstanding customer service, with a high degree of empathy and understanding. • Demonstrable understanding of the principles and practice of effective communication styles and the ability to relate and communicate with a range of people from varying professional, cultural and demographic backgrounds. • Experience of problem solving and solution-focussed creative thinking skills. • Experience of staying calm under pressure and managing a range of conflicting deadlines. • Experience of tackling mediocrity in people and systems, even when it is difficult to do so. • Demonstrable experience of creating a positive environment that is attractive to inactive people. • Demonstrable experience of planning and preparing inclusive, safe and effective sessions tailored to the needs of inactive people. • Demonstrable experience of how to align physical activity to an inactive person's motivations and amend in line with their changing motivation levels. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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Experience paid / unpaid (Desirable)	<ul style="list-style-type: none"> • Experience of delivering targeted interventions to increase physical activity • Experience of working in a community environment • Experience of working in HE 	X X X		
Other Requirements (Essential)	<ul style="list-style-type: none"> • Ability to travel efficiently across the city 	X		
Other Requirements (Desirable)	<ul style="list-style-type: none"> • Relevant health & safety qualification • Equality & diversity training • Disability Inclusion Training • Ability to speak Welsh 	X X X X		