



## Active Communities Coordinator

### Purpose

The Active Communities Coordinator scheme has been set up in West Norfolk to support communities to:

- Increase participation in physical activity
- Improve health outcomes
- Improve accessibility for the whole community, distance is not a barrier!
- Provide equality of opportunity to everyone who lives in West Norfolk
- Make use of all facilities available
- Increase volunteering opportunities

### Role

Working closely with the Alive West Norfolk Community Development Manager you will aim to achieve the following:

- Liaise with community organisations to look for opportunities and co-ordinate activities which will help increase the amount of physical activity taking place in the community. Examples - Parish Council, Village Hall and Playing Field Committees.
- Communicate with residents to gain an understanding of what the community requires and would enjoy taking part in.
- Have an awareness of opportunities already available and signpost when required.
- Co-ordinate 'Come and Try' or Activity sessions within the community.
- With the support of the Community Development Manager:
  - Identify any funding or grant requirements for projects and support with filling in applications.
  - Survey the requirement for resources to get new activities started.
  - Identify the need for a holiday activity programme for young people and support where possible its implementation.
  - Complete risk assessments for all activities in line with Alive West Norfolk policy and procedures.
- Communicate regularly with the Community Development Manager the needs of the community, share and explore ideas so that action plans can be drawn up, implemented, monitored and reviewed.
- When Borough competition or activities are planned, put together a team to take part.

**Experience/Skills/Attributes:**

- Be able to communicate and develop relationships with all stakeholders
- Be open to ideas from residents and other organisations within the community
- Have passion for their community and want to work with others to bring about change
- Have enthusiasm for all physical activity and its benefits to the whole community
- Identify any conflict of interest and ensure this is discussed with the Community Development Manager
- Be a keen organiser (either with experience or willing to learn)
- Access email, virtual meetings such as Microsoft Teams and social media including Facebook.
- Be able to attend meetings and training either face to face or virtually.

**Honorarium payment and role benefits**

- A payment of £300 will be paid in two instalments during the year following submission of a claim form and outline of achievements over the previous 6 months.
- Free annual membership to Alive West Norfolk – gym, classes and swim.
- Free tickets to cinema, theatre and panto – as available.

**Training and Development**

With the support of Alive West Norfolk, you will be required to:

- Complete a DBS check
- Hold a current Emergency First Aid Certificate or willing to attend a course and keep up to date
- Have attended safeguarding training or be willing to attend a course and keep up to date
- Undertake risk assessment and health and safety training.
- Identify any other education and training needs with the support of the Community Development Manager