

JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	Health Development Officer
POST GRADE:	Grade 6 Scale point 22
RESPONSIBLE TO:	Strategic Lead: Adult Wellbeing
LOCATION:	Teesside University, Middlesbrough campus; but you may be required to travel throughout the county and region.

RELEVANT TO THIS POST:

CONTRACT DURATION:	Permanent
DBS CHECK REQUIRED:	No

PURPOSE

To support the achievement of Tees Valley Sport's vision, mission and business through the provision of effective and high-quality partner engagement, building strong, effective relationships, dynamic networks and collaborations and programme development and delivery.

MAIN DUTIES AND RESPONSIBILITIES

Programme Management and Delivery

1. Plan, develop and deliver Sport England and externally funded programmes and interventions with support / direction from Strategic Lead.
2. Engage with partners across health systems to create a value and common purpose that embeds active living, physical activity and community sport into primary, secondary and community health care settings and pathways.
3. Work with external clubs / groups and provide support to enable them to increase and strengthen physical activity opportunities for the community (particularly less active communities and populations).
4. Monitor, evaluate, analyse and communicate the impact of programmes as directed by Sport England and review / revise programmes accordingly.
5. Support Adult Wellbeing Strategic Lead to ensure that programme outcomes, progress, learning and resources are effectively managed.
6. Provide insight, reflection and learning from development role and produce reports requested by funders, other external partners and TVS Board as required.

Insight and Communication

7. Identify, engage and develop relationships with sport organisations and non-traditional sport organisations / clubs, education partners and settings, relevant to targeted communities or demographics, to better understand the needs of people across the Tees Valley, particularly marginalised and disadvantaged communities.
8. Effectively understand the needs of inactive target groups through the use of appropriate consultation and communication techniques (e.g. focus groups, workshops; consultation surveys, working groups etc)

9. Support and develop appropriate marketing activities relevant to the role and work.
10. Liaise and communicate with other officers to ensure the effective internal and external promotion and communication of initiatives, networks, relationships, programmes and interventions.
11. Assist in promoting good practice, raising partner awareness and understanding of “what works” locally, to help inform future delivery, communicating learning through case studies, reports etc).
12. Provide support, guidance and advice, where required, to partners including issues of Safeguarding, Equality and best practice

Other

13. Provide support as a general team member in relation to the delivery of events, activities and other activities as required.
14. Undertake any other duties deemed appropriate by the Executive Director and Strategic Leads in line with the grade and general duties of the post.
15. Ensure that all work is carried out in accordance with the organisations health and safety, safeguarding and equity policies.