

Urban Green Newcastle
Active Outdoors Officer: Job Description and Person Specification

- Job Title:** Active Outdoors Officer
- Salary:** £22,000 – £25,000 per annum (based upon 37 hour week)
- Responsible To:** Strategic Development Manager, Parks and Allotments
- Responsible For:** Will supervise staff and volunteers as necessary.
- Location:** Office base within one of Urban Green Newcastle premises (likely to be one of Jesmond Dene, Heaton or Walker parks)

Job Purpose:

Working closely with colleagues and partner organisations, the Active Outdoors Officer is responsible for establishing a diverse, welcoming and fully inclusive physical activity offer across our estate. The postholder will encourage people to improve their physical and mental health and wellbeing by getting outdoors and active, reaching out not only to those that are already exercising, but also encouraging inactive and underrepresented groups to become more active. Constantly seeking new and innovative ways of broadening our appeal, the role will ensure that our outdoor sports facilities are of the highest quality and well used by clubs and individuals. At the same time, there will be an equal focus on encouraging people to participate in non-traditional activities which are fully inclusive, non-threatening, and where individuals feel motivated to take part and get active.

Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Support the development of strategies and plans for promoting outdoor sports and activities across parks and allotments, providing creative and inclusive opportunities to inspire individuals and communities to become more active for physical and mental wellbeing.
- Develop and manage relationships with key stakeholders, including sports bodies, sports clubs and schools, health providers, community groups, service users and delivery agencies, to establish new partnerships and joint working to deliver shared outcomes.

- Develop, manage and deliver a diverse programme of activities, in close association with partners where possible, to create a broad sport and physical activity offer that is fully inclusive, and where individuals feel motivated, confident and supported when taking part.
- Lead on the hiring and management of outdoor sports facilities across the estate, improving their use, and ensuring their on-going improvement and maintenance.
- Build capacity by sharing knowledge and experience to develop a network of internal and external community sports and activities champions, offering high quality opportunities.
- Implement monitoring and evaluation systems to collate data for reporting purposes to internal and external stakeholders, research and analyse trends in physical and mental wellbeing to innovate and pilot new ideas, and undertake evaluation to ensure continual improvement.
- Seek creative solutions for funding sports and wellbeing activities, including identifying opportunities for generating income, supporting funding applications, and managing and monitoring any budgets allocated.
- Establish effective systems to identify and manage the risks associated with sports and wellbeing activities, and ensure that these processes are followed to comply with the relevant national legislation and guidance, and internal policies.
- Explore opportunities for enhancing sustainability and reducing climate emissions through sports and physical activities, in line with Urban Green Newcastle policies and plans.
- Actively promote Urban Green Newcastle, and reflect the passion and commitment required to build a new organisation that is striving to be the best in all we do.

Person Specification: Active Outdoors Officer

Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Knowledge of the structures and governing bodies relating to sport and wellbeing • Understanding of health and wellbeing in the context of using public green space • Excellent written and verbal communication skills, able to engage confidently with diverse groups of people and build effective relationships • Knowledge of Health and Safety compliance requirements and experience of producing risk assessments for day to day operations • Self-reliance and the ability to problem solve, working with a minimum of supervision 	<ul style="list-style-type: none"> • Inspiring leadership skills, including coaching, motivation and communication • Knowledge of the structures and governing bodies in relation to health, including mental health
Qualifications and Training	<ul style="list-style-type: none"> • Appropriate qualifications (Level 3 or above), or equivalent level of vocational experience 	<ul style="list-style-type: none"> • Sport-specific or multi-sport qualifications • Appreciation of DDA, diversity, inclusivity and equality • Mental health awareness • First aid qualification
Experience	<ul style="list-style-type: none"> • Proven track record of innovating, leading and developing sports activities, health and wellbeing projects or equivalent. 	<ul style="list-style-type: none"> • Experience of working with GP's, health providers and community groups • Experience of supporting or coaching others in a mentoring capacity

	<ul style="list-style-type: none"> • Experience of planning and delivering inspirational engagement activities, motivating individuals and groups 	<ul style="list-style-type: none"> • Involvement in identifying new opportunities for income generation, submitting and monitoring funding bids • Experience of supporting and leading projects
Disposition	<ul style="list-style-type: none"> • Excellent people skills, creating a warm welcome across our parks and allotments, and enabling strong relationships to be maintained both internally and externally • Sensitivity, empathy and tenacity, able to work with broad range of people and adapt approach and style • Commitment to delivering the highest quality customer service standards 	<ul style="list-style-type: none"> • Commitment to achieving value for money, spending wisely and to agreed sustainability standards • Demonstration of continued desire to learn and develop new skills
Special Requirements	<ul style="list-style-type: none"> • A DBS satisfactory clearance will be required for this post • Ability to work evenings and weekends as and when required 	<ul style="list-style-type: none"> • Advanced IT skills and familiarity with databases and social media • Driving license and/or access to a car