**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Department:** Health and Wellbeing **Location:** Various

**Division:** Communities  **Post No:** TBC

**Section:** Sport & Recreation **Job Evaluation Number: A3952**

**Post:** Development Officer (Falls)

**Grade:** Band F SCP 12-19: (£27, 711 - £31,067)

**Responsible To:** Development Manager’s (Active Lifestyles)

**Responsible For:** Sessional staff (instructors/ coaches), staff on placements and volunteers.

**JOB PURPOSE**

To lead on the development and implementation of all elements of the Active Lifestyles (Falls Project). To contribute to improving the health of the ageing population at risk of Falls through increasing physical activity levels and making long-term lifestyle changes.

**MAIN DUTIES**

|  |  |
| --- | --- |
|  | Deliver bespoke falls sessions within the community for the ageing populations and those with appropriate conditions, including, client monitoring, and effective signposting. |
|  | Contribute to Sefton’s Falls prevention Strategy and the development of the service by improving the health and wellbeing of the ageing population and those at risk of falls, through raising awareness and communicate these developments to the team and help secure training/ funding in this area of work. |
|  | Deliver campaigns, promotional events and workshops to raise awareness of the prevention of falls for those aged 40 plus, raising awareness of the benefits of physical activity / keeping strong / eating well to prevent falls in later life. |
|  | Ensure effective use of resources allocated to the project in line with the authorities’ financial regulations, ensuring that budgets are adhered to and that value for money is achieved. |
|  | Assist with the preparation and presentation of progress and evaluation reports for various stakeholders, contribute to policy development and ensure that service objectives are met. |
|  | Assist with the training of appropriate full-time, sessional staff, fitness instructors and students on placement, adhering to the council’s established recruitment and selection procedures at all times. |
|  | Be responsible for the day-to-day operation of the Active Lifestyles (Falls Project), liaising with key contacts as required. |
|  | Deputise for the Development Manager (Active Lifestyles) in his/her absence and act as a representative of the team / section, in addition to being a point of contact for enquiries from both the public and health professionals. |
|  | Maintain and update client records relating to Active Lifestyles (Falls) participants, ensuring confidentiality is maintained at all times in line with Data Protection legislation. |
|  | Work in partnership with Leisure Facilities, including Sefton MBC, partnership, private and voluntary  facilities, in addition to contributing to development of Community Services across the borough. |
|  | Interact collaboratively with partners and key stakeholders to ensure that the highest standards of delivery are attained. |
|  | Maintain and service an effective network of key contacts and agencies, which will assist with the ongoing development of physical activity programmes. |
|  | Utilise appropriate marketing techniques ensuring that all Programmes are promoted effectively and receives maximum publicity. |
|  | Support other members of the team / section with projects and initiatives that relate to the Active Sefton Programmes. |
|  | Be aware of equal opportunity principles and comply with the Council's equal opportunity procedures. |
|  | Be aware of Health & Safety principles and comply with the Council's Health & Safety Procedures. |

**Methods of Working:**

The post holder will be expected to:

|  |  |
| --- | --- |
| 1. | Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that enable team players to play their part within agreed timetables. |
| 2. | Take an active part in appraising their own work against agreed priorities and targets, in accordance with the department’s management supervision guidelines and service review process. |
| 3. | Undertake appropriate training associated with the duties of the post. |

ORGANISATION CHART

Available upon request.

**SPECIAL CONDITIONS**

1. The 36 hour post may involve working unsocial hours including regular evening and weekends.
2. A casual car allowance is payable.
3. The Council operates a no-smoking policy.
4. Enhanced DBS clearance is essential for this post. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The post you are applying for requires access to the Public Service Network (PSN) and requires compliance with the HMG Baseline Personnel Security Standard.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Other optional paragraphs**

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by:** Lindsay McDowall

**Designation:** Development Manager

**Date:** July 2025