



## **SOUTH SWINDON PARISH COUNCIL**

### **ACTIVITY FACILITATOR**

#### **JOB DESCRIPTION**

##### **Job Purpose**

South Swindon Parish Council is a progressive council, committed to building strong, resilient communities and enhancing the quality of life for our residents. As part of this commitment the Parish Council is a key partner in the Swindon Place Partnership, a scheme developed together with Sports England through its “Uniting the Movement” campaign and focussed on Swindon’s most deprived communities. The aims of the partnership are to integrate physical activity into all sectors, strengthening community and individual capacities and tackling structural inequalities. The partnership has established 3 “Golden Threads” that highlight the key barriers to activity and that should be addressed.

The Activity Facilitator will play a vital role in increasing physical activity in the partnership’s priority areas that are located within South Swindon- Central Swindon (Broadgreen and Railway Village), Walcot East, Park North and Park South. Their focus will be to support individuals (both children and adults) who are currently inactive or less active to become more physically active through accessible activity opportunities, personalised guidance and motivational support. The Physical Activity Facilitator will work to reduce barriers, increase confidence, and promote long-term behaviour change that improves physical and mental wellbeing.

The postholder will be employed by South Swindon Parish Council however it is fully funded from the Swindon Place Partnership.

**Tenure:** Initial two-year Fixed Term Contract

**Vehicle:** This role requires a vehicle for some duties.

**Salary Range:** SCP 13-17 £29,064-£31,022

**Annual Leave:** 25 days annual leave entitlement plus bank holidays and 2 Statutory days

**Line Manager:** Community Development Manager

**Location:** Any location inside South Swindon Parish as required for the role.

**Hours:** This is a flexible hours position, available on a full-time (37 hours) or part-time basis, based on the right candidate. Evening and weekend work will be a feature of this role.

**Line Management Responsibilities:** Responsible for managing volunteers.

**Lone Working:** There will be some lone working.

##### **Duties:**

##### **Planning**

- Develop a comprehensive understanding of South Swindon Parish's needs, strengths, challenges and opportunities to inform the planning of physical activity sessions.
- Conduct consultations with potential participants, activity coordinators and other stakeholders to determine a suitable and popular programme of activity for the priority areas.

- Research and plan physical activity sessions that are proven to engage and retain participation from less active residents.

### **Programme Delivery**

- Design and deliver viable, inclusive physical activity sessions that will encourage less active residents in priority areas to participate, utilising community amenities.
- Physical activity sessions can be delivered alongside and in partnership with other organisations and groups who already work in the priority areas to enable more activity from existing clubs and providers.
- Where appropriate provide one-to-one support, coaching, and follow-up consultations with participants of physical activity sessions.
- Adapt sessions based on experience and feedback from participants to suit diverse abilities, health conditions, and cultural backgrounds.

### **Behaviour Change**

- Offer encouragement and practical strategies to help participants build regular activity habits.
- Monitor progress, provide feedback, and adjust programmes where necessary in consultation with the Swindon Place partners.
- Support participants to transition into other community-based activity options for the long-term.

### **Partnership Working**

- Collaborate with volunteers, schools, healthcare professionals, social prescribers, community groups, and leisure providers to identify and support inactive individuals.
- Strengthen referral pathways for less active residents and maintain professional relationships across sectors.

### **Administration & Reporting**

- Maintain accurate records of participant assessments, sessions delivered, and outcomes.
- Contribute to the monitoring and evaluation of their work, including data entry and reporting to the Swindon Place partners.

### **Community Outreach**

- Promote the Swindon Place programme at community events, GP surgeries, social prescribing networks, and through outreach activities.
- Raise awareness of the benefits of physical activity, particularly for underrepresented groups.

### **Safe Working**

- Ensure all activities comply with health and safety regulations and safeguarding procedures, including:
  - Conducting appropriate risk assessments.
  - Following safeguarding protocols for activities involving children, young people, and vulnerable adults including enhanced DBS checks as appropriate.
  - Maintaining necessary documentation

### **General Responsibilities**

- Attend training and development opportunities relevant to the post and/or the aims of the Swindon Place Partnership.
- Any other duties as reasonably required, commensurate with the grade and remuneration of the post. The job description should not be regarded as exhaustive, and you may be required by your Line Manager to support other Parish Council functions.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Qualifications	English and Mathematics GCSE (A-C) or equivalent.	Relevant qualification in physical activity, fitness, community sport, coaching or wellbeing.
	Clean and valid driving licence.	
Knowledge and Experience	Experience of delivering a programme of physical activity sessions to a range of people.	Experience of delivering a programme of inclusive physical activity sessions targeted to less active or underrepresented groups.
	Experience of supporting people with their health outcomes on a one-to-one basis.	Experience of working with children and young people aged 11+ with physical activity.
	Experience of working in partnership with other professionals or groups.	Experience of co-producing physical activity sessions to suit the requirements of participants.
	Proven ability to engage with diverse communities and understand their needs.	Knowledge of South Swindon's Place Communities- Central Swindon, Park North, Park South and Walcot East.
	Experience of using digital systems to report data from physical activity sessions.	Knowledge of Sports England's place-based approach.
Personal Qualities	Friendly and approachable manner.	
	Ability to work on own and as part of a team.	
	A passion for promoting public health and wellbeing through physical activity.	
	Reliable and punctual.	
	Proactive in seeking feedback and improving practice.	
Other Requirements	Acceptance of working evenings and weekends as required for the role.	
	Willingness to use personal vehicle for work (mileage expenses covered by Parish Council).	
	Willingness to receive an enhanced DBS Check.	
	Commitment to safe working practices, including the safeguarding of vulnerable adults, children and young people.	

