

**Job title: Activity Leader – Clubs Programme**

**Location: Bedford & Milton Keynes**

**Hours: Ad hoc hours**

**Salary: £15 per hour**

**Reporting To: Children's Programme Co-ordinator**

**Relationships: The post holder will be responsible to the Programme Co-ordinator and work with for one or two lifestyle leaders and one or two activity leaders.**

**Background information:**

MoreLife deliver Adults & Childrens Healthy lifestyle services in Bedford Borough, Central Bedford & Milton Keynes.

MoreLife is a leading expert provider of weight loss programmes for children, families and adults. MoreLife deliver non-surgical, clinically led weight management programmes for obese adults and children. Our specialist service takes a psychological approach to weight management, including behavioural change, dietary advice and guidance on physical activity. The programme mainly consists of regular group meetings.

The Activity Leader will gain invaluable experience and practical knowledge in the support of health and nutrition for children.

**Key focus of the role:**

- Coach parents and children to identify and understand their current barriers to being active.
- Inspire the parents and children by facilitating interactive and engaging activity sessions.
- Support individuals to set realistic goals in terms of changing behaviour and achieving positive healthy outcomes.

## Responsibilities

1. The safe and effective delivery of all Activity sessions during the programme:

- Following the Morelife curriculum, plan the sessions to be interactive and engaging, considering the needs of the members in the group.
- Facilitate Activity sessions that are developmentally appropriate and relevant for all involved
- Ensure an inclusive, fun, motivating and positive experience for all individuals and fellow staff
- Ensure a variety of experiences for the attendee's, utilising a range of skills, activities, and approaches to the delivery of the sessions

Ask open questions to assist individuals to set and achieve realistic personal goals that will remove barriers to change behaviours.

- Respond to individual needs and queries of participants, where appropriate.
- Embrace and act on feedback from your colleagues and the Supervisor to ensure continual improvement in your role.

2. Ensure that all children and staff are appropriately cared for during their club experience:

- Ensure Activity sessions are delivered to a high standard and that participants and staff conduct themselves appropriate in sessions
- Effectively manage poor behaviour in children, with a particular focus to ensure children and peers recognise unacceptable behaviour such as bullying
- Adhere to the child protection procedures
- Ensure the punctual running of the programme
- Be constantly aware of the number of children in the group
- Ensure children are not left unsupervised at any time
- Set up and check the safety of equipment and prepare/purchase resources where appropriate
- Take responsibility for equipment used; maintain order in the stock room, count stock in and out during every session, report damage/breakage/loss to the Supervisor
- Recording accidents and incidents following the appropriate process.

## Health and safety:

To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the club members in your care.

There is a no smoking and drinking of alcohol policy in force for the duration of the club

## Equal Opportunities:

Post holders must at all times carry out their responsibilities with due regard to the Company's equal opportunities policy.

The post is subject to a full CRB disclosure.

Person Specification - Activity Leader ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	Relevant coaching/fitness qualification	To hold or be working towards a degree in any of the following: Physical Education, Sport & Exercise, Nutrition, Dietetics, Health Promotion, Education, Coaching, Psychology or a related field	Application
<b>EXPERIENCE</b>	Experience of working with children	Experience of leading school based and/or relevant activity/ weight management classes	Application/
		Experience of dealing with people with sensitive medical problems	Interview
<b>SPECIAL ATTRIBUTES</b>	Confidence in planning and delivering fun and engaging Activity sessions Self Motivated Strong interpersonal skills and the ability to build trusting relationships with the children and their families Coaching skills A caring and empathetic attitude Ability to use initiative Be able to work under pressure Strong Organisational skills Excellent verbal and written communication skills Ability to help individuals to meet their targets	The ability to prepare materials that are appropriate to the target audience	Application/Interview