

Index	089/HWA/HC
Post Title	Health & Wellness Advisor
Division	Sport & Active Communities
Section	Healthy Communities
Location	Citywide

Responsible to	Lead Healthy Communities Coordinator
Responsible for	Any immediate reports including zero hours instructors, volunteers, and placement students.

Job Purpose

- 1 To advise on and deliver a range of health, wellbeing and physical activity programmes and initiatives across the City as part of the Healthy Communities Programme.
- 2 To develop the health & fitness offer within Sport Aberdeen's Healthy Communities and support the Business Development Group Strategy.

General Responsibilities

- 3 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations. Ensure that budgets are adhered too, including those linked to externally funded projects and that Best Value is achieved through financial monitoring procedures.
- 4 Be aware of and committed to the equal opportunities principles and practices of the company.
- 5 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.

Role Specific Responsibilities

- 6 Motivate and inspire customers to make physical activity a part of their everyday lives.
- 7 Produce group exercise programmes in line with current trends and customer consultation and deliver classes at part of the Healthy Communities Programme to a people from a variety of age groups, abilities and long-term conditions.
- 8 Work closely and effectively with health and physical activity partners [i.e. NHS Grampian, Aberdeen City Health & Social Care Partnership and Parkinson's UK] and deliver exercise rehabilitation programmes targeted at specialist groups which may have had limited previous involvement in physical activity.
- 9 Effectively recruit, deploy, and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the Healthy Communities Programme and activities on behalf of key partners.
- 10 Support the development and implementation of retention initiatives that encourage customers to make physical activity a part of their daily lives.

- 11 Implement and develop strategies for the introduction of fitness products not currently offered by the Healthy Communities Team.
- 12 Ensure a consistent approach to gym inductions and fitness testing across the Company and directly provide gym inductions, fitness testing and 1-2-1 programmes for customers within the Healthy Communities target groups.
- 13 Organise and support membership promotions and events and review their effectiveness.
- 14 Support Sport Aberdeen's wider health and fitness offer as required.
- 15 Contribute to the continual improvement and development of the health and wellness offer in the company in line with objectives set out in the Business Development Group Strategy.
- 16 Ensure that key financial targets in relation to membership sales, new activities/products and funded projects are met.

Methods of Working Expectations

The post holder will be expected to:

- 17 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective teamwork with partner's stakeholders and colleagues.
- 18 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 19 Use appropriate management information systems, maintain confidentiality, and observe data protection guidelines.
- 20 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 21 Undertake appropriate training associated with the duties of the post.

General Conditions

- 22 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night, and week-end work. The detail of the shift rota and your working pattern will be supplied to your line manager.

- 23 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 24 The Company operates a no-smoking policy.
- 25 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Andrinne Craig - Healthy Communities Manager	November 2023
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	November 2023
Status	ISSUED	November 2023