**NORTON HOUSING AND SUPPORT LTD**

**JOB DESCRIPTION**

**Job Title:** Healthy Living Coordinator (Part time Fixed Term Contract)

**Job Summary:** To implement and manage a new healthy living initiative by planning and arranging a range of healthy living activities for people with ongoing mental health issues.

**Hours of Work:** 7.5hrs per week initially; some flexibility required

**Leave:** 25 Days p.a pro rata and 8 statutory Bank Holidays

**Responsible to:** Operational Manager

**Main Duties:**

* To plan, promote and deliver a range of group activities suitable for all fitness levels (for example, dance, badminton, gym, swimming), in a range of community locations.
* To provide group and 121 coaching to Service Users with the aim of increasing fitness levels, eating healthily, self-confidence and overall wellbeing, liaising with Support Workers as appropriate.
* To encourage Service Users to offer peer support and develop social networks.
* To advise Service Users on adopting a healthy lifestyle.
* To take into account individual needs, including any physical health issues such as obesity and diabetes.
* To agree baseline assessments for individual Service Users, agree SMART objectives and monitor progress over time.
* To produce reports demonstrating the impact of the Healthy Living Initiative as requested.
* To develop links with local facilities and services to facilitate easy access for Service Users
* To complete timesheets and records of mileage / expenditure (as well as other paperwork) promptly and accurately.
* To work closely with Support Workers, keeping them updated on Service Users’ progress and promptly reporting any concerns.
* To work within the policies and procedures of The Company, including abiding by the confidentiality policy.
* To attend regular Supervision Sessions with line manager.