**EMPLOYEE**

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| **Dept:** Community & Wellbeing | **Section:** Advice and Community Services |
| **Post No:** COAC01019 | **Designation:** Holiday Activities and Food Officer | **Grade:** 8 |

**SPECIFICATION**

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| **Qualifications:** E Level 3 Qualification in a relevant subject (e.g Health, Leisure or related field)E A Qualification in Safeguarding and Protecting Children, or ability to obtainD A degree (or equivalent) in a relevant subject (e.g Health, Leisure or related field) |
| **Knowledge/Skills/Abilities:** E Ability to prioritise, plan and co-ordinate the delivery of a work programme E Ability to motivate, persuade, support and positively influence individuals and partnersE Knowledge of safeguarding and health and safety practices and proceduresE Ability to create, plan and support the delivery of a competitive grants process E Knowledge of the local demographics and health inequalities in PrestonE Excellent interpersonal, communication (written and verbal), problem solving, team working, organisation and decision-making skillsD Basic Knowledge of IT is advantageousD Knowledge of the LCC Holiday Activities and Food (HAF) programme, the wider determinants of health and implementing behaviour changeD Ability to create and maintain strong links with local organisationsD Excellent motivational skills and ability to multi-task |
| **Experience:** E Experience of managing and delivering health and wellbeing initiatives, partnership working, including supporting community organisations and offering guidance to increase access to health and leisure opportunities.E Experience of managing a competitive grants process and handling data in accordance with GDPR regulationsE Experience of working with targeted groups (BME, Young People, Disability etc) E Experience of creating work plans and completing reports in line with work plans/strategies. D Experience of working with children and young people aged 5-19 yearsD Experience of chairing meetings with partners and other organisations, working with budgets and using the press/media to promote activities |
| **Special Requirement:** E A current Enhanced DBS certificate for working with children, or ability to obtain.E To be able to work evenings and weekends when required.E Commitment, drive and enthusiasm with a willingness to continually develop and undertake appropriate training as requiredE A commitment to creating equality in service delivery and in the workplace D Driving licence and own car. |
| E Essential D Desirable Date Produced: March 2025 |