**A logo for a company

Description automatically generatedEMPLOYEE**

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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 obtain  D 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 partners  E Knowledge of safeguarding and health and safety practices and procedures  E Ability to create, plan and support the delivery of a competitive grants process  E Knowledge of the local demographics and health inequalities in Preston  E Excellent interpersonal, communication (written and verbal), problem solving, team working, organisation and decision-making skills  D Basic Knowledge of IT is advantageous  D Knowledge of the LCC Holiday Activities and Food (HAF) programme, the wider determinants of health and implementing behaviour change  D Ability to create and maintain strong links with local organisations  D 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 regulations  E 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 years  D 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 required  E 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 |