**JOB**

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

**OUTLINE**

|  |
| --- |
| **Purpose of Job:*** To manage and administer the successful delivery of the Holiday Activities and Food programme (HAF) provision in Preston through a competitive grants process
* To work with community and voluntary groups to provide support and guidance for the delivery of HAF and other health initiatives in Preston
* To assist the Leisure Development Officer with other initiatives across Preston
 |
| **Main Duties and Responsibilities:** * To manage the delivery of HAF provision in Preston through work with schools, community organisations, internal and external partners
* To deliver a competitive grants process to allocate funding to partners, ensuring the successful provision of HAF across Preston
* To provide support and guidance for HAF providers in Preston, responding to queries about the programme and completing quality assurance via site visits and other methods
* To complete administrative duties for HAF, particularly focussed on data collection and reporting, keeping an up-to-date record of projects and delivery partners
* To liaise with Lancashire County Council and other partners to ensure a collaborative approach to improving health and wellbeing in Preston
* To provide relevant and up to date information about HAF that supports and enhances the delivery of the programme
* To support with the development of other health and wellbeing initiatives in Preston
* To represent the city council on networks, forums and groups which can create or further enhance health and wellbeing opportunities in Preston
* To work alongside other members of staff at Preston City Council, to utilise existing experience and skills, to improve health and wellbeing in Preston,
* To provide reports (written and verbal) to the Leisure Development Officer as and when required
* To maintain files and records relevant to the work undertaken
* To co-ordinate the promotion and publicity of the work of the Council

 **NB.** The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality, and all employees must be aware of that duty and work to the Council’s equality standards. **In addition, other duties at the same level of responsibility may be****allocated at any time.**Date Produced: March 2025 |