**A logo for a company

Description automatically generatedJOB**

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

**OUTLINE**

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| **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 |