



JOB DESCRIPTION

POST: Physical Activity Navigator

HOURS: Part time (18 hours per week, worked flexibly).

TERM: Fixed term (6-month) contract, with the possibility of extension subject to funding.

SALARY:

£11, 000 - £12, 500 per annum (actual for part time role), full time equivalent £22, 000 – 25, 000 per annum depending on experience and qualifications.

LOCATION: Homebased in Surrey with possible occasional travel to the office base in the Guildford.

REPORTING TO: Clare Burgess, CEO, Surrey Coalition of Disabled People

ACCOUNTABLE TO: Surrey Coalition Board

CLOSING DATE: Thursday 11th February 2021

Who we are

Surrey Coalition of Disabled People is led by disabled people for disabled people. Surrey Coalition aims to promote the rights of disabled people to have equality of opportunity and independence. Members are involved in a broad range of activity across the county and beyond, including co-production groups and forums, co-design of health and care service specifications, service monitoring, campaigning and influencing, technology and innovation projects, mental health and supporting and promoting projects and campaigns that are aimed at improving the health and wellbeing of disabled people in Surrey.



Introduction to the role

Active Surrey have awarded Surrey Coalition Tackling Inequalities grant funding made available from Sport England.

This funding will be used to help to reduce the inequalities that the disabled community are facing in accessing physical activity due to the Covid-19 pandemic.

Purpose of the role

The overarching purpose of this role is to ensure that disabled adults in Surrey have the information they need to participate in the physical activity that best suits their needs. The role has three key components: providing navigator assistance to disabled adults on an individual and group basis, establishing a physical activity resource library which includes blogs, vlogs and 'insiders guides' and to create a train the trainer module around virtual physical activity opportunities and how to access them.

Main tasks

1. To offer 1:1 navigatory appointments to any disabled adult in Surrey who would like to engage in physical activity. These appointments will be held either using zoom, phone or SMS text.
2. To establish, facilitate and develop a weekly physical activity discussion/social group for disabled adults.
3. To produce a range of vlogs, blogs, webinars, podcasts and 'insiders guides' on a range of physical activity opportunities which will form part of a physical activity library.
4. To actively seek out members who would like to share their experiences of physical activity to help other disabled people and to arrange for these experiences to be shared as part of the library and on social media channels.
5. To create a 'train the trainer' package for volunteers and staff on virtual physical activity opportunities for disabled adults.
6. Promotion of the project to likely sources of referrals across the area working in partnership with organisations across Surrey and NE Hants.



7. Data input into a database following company data security policies
8. To complete any other administrative tasks to support the project
9. To always work in a manner that reflects the values of the organisation.

Person specification

Excellent communication skills with the ability to communicate effectively in a range of formats and with a variety of audiences (E)

Advanced organisation and coordination skills (E)

Experience and knowledge of working with people with long term health conditions, care and support needs and/or carers (D)

Good level of computer literacy including all Microsoft packages with experience of using a range of databases (E)

Excellent knowledge and experience of using digital media tools and social media platforms including YouTube, TikTok, Twitter, Instagram, Facebook, and LinkedIn.

A high degree of self-motivation and able to work on own initiative (E)

Experience in group facilitation or training (D)

A good understanding of the Health, Social Care and VCFS system (D)

A good understanding of physical activity and barriers to participation (E)

The ability to work safely from home and willingness to do so (E)

Live in Surrey or NE Hants (E)

An understanding of GDPR and adult safeguarding principles (E)

This role requires the successful applicant to be subject to an Enhanced Disclosure and Baring Check.

January 2021