Job title:	Engagement Coordinator, Intelligent Health
Location:	Gloucester, working remotely from home and in the community
Date:	6 months FTC commencing April 2018
Line Manager:	Programme & Client Manager, Intelligent Health
Salary pro rata:	£25,000 pro rata 20hrs per week

Background

Intelligent Health make physical activity a way of life through expertly delivered, measurable campaigns with long-term benefits. Beat the Street is a key Intelligent Health programme which engages whole communities and gets them moving, through a six week intervention.

Beat the Street programmes have been successful both within the UK and across Europe, commissioned by our programme funders, who in the past have included local authorities, NHS Clinical Commissioning Groups and charity partners. The schemes have been very successful, reaching over 800,000 people, but we know we can do more by working intensively with organisations to increase participation and once engaged helping people to stay physically active and be part of their community.

We are looking for a passionate, talented individual who can deliver a new Beat the Street scheme in Gloucester, focusing on the central Gloucester area. The individual would be responsible for creating an engagement plan which supports key priority groups to become more active and stay active going forwards; helps residents stay engaged with their community; grows social capital and reduces health inequalities in the city. We aim to make Beat the Street a fantastic experience for residents and funders.

Job outline

The Engagement Coordinator will work alongside colleagues from Active Gloucestershire to engage community members, schools and stakeholders in the Beat the Street project in Gloucester. This involves introducing the concept to key groups prior to the start of the game, encouraging participation throughout the six-week game phase and then working with local partners to encourage continued participation in physical activity to create a sustained behaviour change once the game has finished.

There is also the requirement for the successful candidate to assist with the maintenance of our Beat Boxes, the walk-tracking Boxes mounted around the game area on lampposts and other street furniture items, that players “tap” to record their walking journeys. All of this work is completed with the support of our technical team.

This role is a 6-month fixed term contract working closely with, and under the line management of the Programme and Client Manager along with a wider project team.

Responsibilities:

- Increase participation and engagement levels with Beat the Street across whole communities (schools, businesses, community groups).
- Continued engagement and management of key project stakeholders such as project sponsors and a wide range of local organisations like HSE, local authorities, schools and community groups.
- Work with partners to target specific groups (i.e. those with long term health conditions or from lower socio-economic groups).
- Work with sports and culture organisations to create an engaging calendar of events.
- Updating and maintaining project plans and marketing documentation – to include engagement planning and event management documents for project.
- Attend and support local steering-group meetings and minutes.
- Working closely with the comms and marketing team to create and deliver a communications and marketing plan.
- Problem solving and adapting to the changing needs of the project as they arise.
- Management of social media activities.
- Co-ordination of the prize distribution for schools and scheme participants.
- Demonstrate the impact of the programme and how partners are working together for long term well-being of residents.
- Manage a legacy programme supporting participants to stay active.
- Present at relevant conferences/events.
- Replacing low or depleted Beat Box batteries throughout the game.
- Re-setting or replacing faulty and non-responsive Beat Boxes.
- Planning for the game phase of the programme including risk assessment, mapping and other operational duties.

This role is both dynamic and challenging but can offer a huge amount of diversity and job satisfaction.

Your line manager and the Intelligent Health project team will support you in your role.

Skills and experience
Essential:

- Experience developing and delivering successful community outreach programmes and events
- Excellent communication skills
- Experience of creating sustainable project legacies
- Stakeholder management and diplomacy
- Presentation skills to a wide range of audiences
- Enthusiasm
- Microsoft office proficient
- Good organisation and prioritisation skills
- Must have access to own vehicle with a full driver's license
- Experience of delivering communications, social media and basic marketing

Desirable:

- Knowledge of health, leisure, voluntary and public sectors
- Experience of working from home and in a remote team

- Experience delivering physical activity projects

This role is based working from home, but a significant amount of your time will be spent working in the community.

The role is a fixed term contract for 6 months. The role is part-time, 20 hours per week. Occasionally it might be required to work outside of conventional office hours, if for example you have to attend an event. Intelligent Health operate a robust time off in lieu (TOIL) policy to enable their staff to maintain a healthy work/life balance.

For more information on Beat the Street visit www.intelligenthealth.co.uk.

To apply, please email your CV and cover letter to jenny.cottrell@intelligenthealth.co.uk
Closing Date: 25th April at 5pm
Interviews will take place on the 1st May