



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Physical Activity and Wellbeing Manager, Sport & Physical Activity



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: FDCCS1261

Closing date: 15 September 2019

Interview date: 1 October 2019

We will consider job share and flexible working arrangements

Physical Activity and Wellbeing Manager

Sport & Physical Activity, Facilities Directorate

Are you passionate about promoting physical activity and wellbeing? Can you build positive working relationships with a range of stakeholders, including senior colleagues, students, and partner organisations?

The Sport & Physical Activity Service at the University is responsible for the University's sports facilities and development programmes. Our staff team comprises of some 100 people committed to delivering the highest levels of service to our customers.

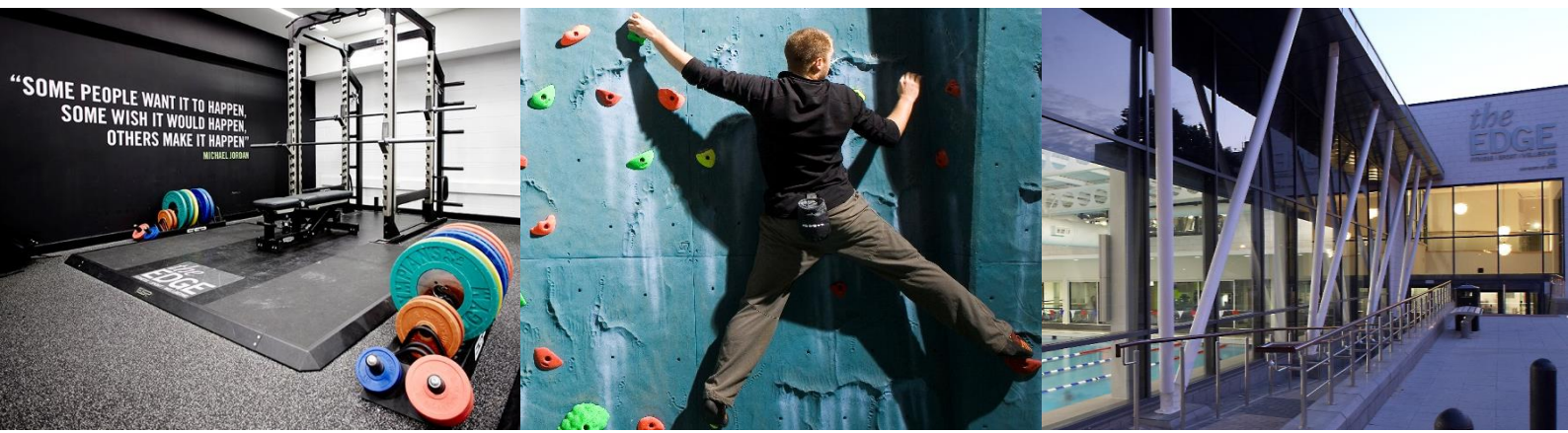
As a Physical Activity and Wellbeing Manager, you will work with internal and external stakeholders to develop a range of wellbeing and physical activity programmes with the aim of improve wellbeing within our campus community. You will work with colleagues to lead and develop the 'Improve your Health and Wellbeing' strand of the Sport and Physical Activity Strategy.

As part of the role, you will also have line management responsibility for a team of staff, students and volunteers ensuring that wellbeing and physical activity programmes are delivered to a high standard to a diverse range of customers.

What does the role entail?

As a Physical Activity and Wellbeing Manager, your main duties will include:

- Working alongside the Sport and Physical Activity Senior Management Team to design and deliver a range of physical activity and wellbeing interventions that meet the needs of our campus community;
- Providing leadership for the development and delivery of existing participation programmes such as "Get Out, Get Active", overseeing the team of staff responsible for its delivery;
- Working with the university Student Counselling Service and Occupational Health to oversee the student and staff exercise referral programmes;
- Supporting the development and delivery of the annual 'Healthy Week' programme, working with key stakeholders to provide a comprehensive range of activities for our campus community;



- Developing, distributing and analysing the annual health and wellbeing survey for students and staff, using the results to inform the physical activity and wellbeing offer across campus;
- Liaising with stakeholders regarding potential research projects for the city in relation to physical activity and its effects on health and wellbeing;
- Researching the results of local and national studies relating to the impact of physical activity and wellbeing related activities, utilising this insight to inform and guide our own wellbeing and physical initiatives;
- Leading the organisation and delivery of physical activity and wellbeing events;
- Being responsible for attracting funding to the department and ensuring that income and expenditure budgets are adhered to;
- Managing appropriate budget lines for income generation and controlling staffing costs within the active campus team;
- Working with the facilities team in improving the provision of physical activity facilities across the wider campus, for example within halls of residence;
- Researching and proposing technology development within the field of wellbeing and physical activity across campus, embracing technology, for example with the development of apps and virtual fitness classes;
- Day to day supervision of all staff working within the Active Campus team, including deployment, motivation, induction and training and ensuring that they maintain appropriate standards of performance and deliver a high level of service;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Physical Activity and Wellbeing Manager, you will have:

- Experience of developing and implementing physical activity and wellbeing interventions for a range of stakeholders;
- Experience of working in partnership with health and wellbeing agencies;
- Experience of working in a sport, physical activity or wellbeing environment;
- Experience of managing budgets and financial reporting;
- Strong leadership skills with experience of managing, motivating and developing diverse teams;



- Excellent written and verbal communication skills with the ability to persuade, negotiate and influence others, and to communicate with a diverse customer base;
- A proven ability to build positive working relationships and networks with a diverse range of stakeholders;
- An ability to work effectively under pressure to tight deadlines, to prioritise workloads, delegate to others and the ability to take a solution focussed approach;
- Experience of strategic planning and project or event management.

You may also have:

- A degree in a subject related to the role;
- Relevant experience in the higher education sector;
- Knowledge of relevant health and safety procedures and accepted good practice;
- Experience of marketing and promotion within sport.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

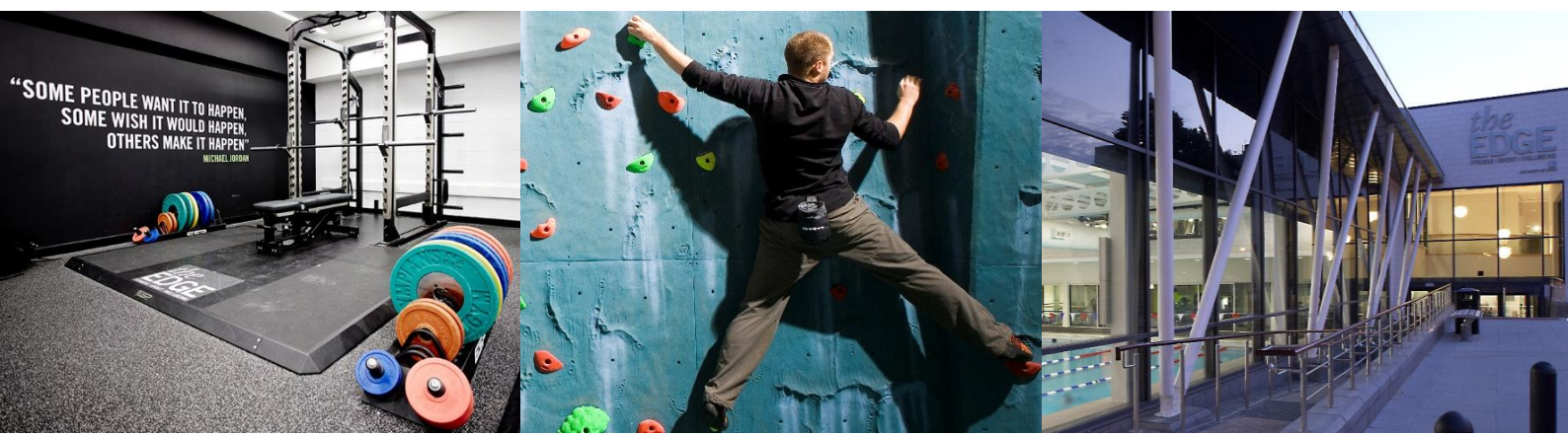
Patrick Craig, Assistant Head of Sport (Development)

Tel: +44 (0) 113 34 37541

Email: p.m.craig@leeds.ac.uk

Additional information

Find out more about Sport and Physical Activity by visiting <https://sport.leeds.ac.uk/>



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

