



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Get Out, Get Active Activator (term time only), Facilities Directorate



Salary: Grade 2 (£15,356– £15,976 p.a. pro-rata, £8.44 - £8.78 per hour)

Reference: FDCCS1105

Closing Date: 5 July 2017

Fixed-term from 1 September 2017 until 31 July 2018, approximately 10 hours per week during term time

Get Out, Get Active Activator

Sport and Physical Activity, Facilities Directorate

Are you a current University of Leeds undergraduate or postgraduate student with a passion for promoting physical activity? Do you have excellent organisation skills with the ability to plan and prioritise work effectively?

The University of Leeds and Leeds University Union Sport and Physical Activity Strategy articulates the aim of becoming the leading provider of Higher Education Sport and Physical Activity experience in the UK, through three strands: improving health and wellbeing, reaching potential and developing skills and broadening horizons. Contributing specifically to the Health and Wellbeing strand of the strategy, we are looking to recruit part time programme activators to support in the delivery of the Get Out, Get Active programme.

The Get Out, Get Active programme provides a welcoming, safe and social environment for getting active. There is a specific focus on engaging typically less active students and staff with the aim to promote and foster the health and wellbeing benefits of an active lifestyle. The programme offers weekly sessions including running, cycling, yoga and campus walks. At weekends there are trips to the Yorkshire Dales for walking/hiking with the occasional residential at the University owned outdoor centres. There is also a large focus on using physical activity as part of student inductions through our campus discovery, orienteering events. Partnered strongly with our Uni 'Girl Can' programme to inspire more female students and staff to get active, there are also one-off women only events offered in a range of activities from roller derby to boxing.

You will have a drive and passion to make a difference to the health and wellbeing of others through physical activity. You will be responsible for co-ordinating, facilitating and leading sessions and events, engaging with a range of students and staff to drive participation and retention. You will also develop strong volunteer groups to support with delivery and raising the profile of the Get Out, Get Active offer.

You will be required to work flexibly to meet the needs of the business, which may include working evenings and weekends when appropriate and working variable hours depending on the needs of the service (hours will be approximately 10 hours per week).



What does the role entail?

As a Get Out, Get Active Activator your main duties will include:

- Promoting the Get Out, Get Active programme through attendance at various meetings and events;
- Engaging with a range of different departments/schools on campus to take the programme to the students;
- Increasing engagement with and participation in the programme, particularly amongst more under-represented groups such as females, international students and post-graduates;
- Recruiting a volunteer staff and student workforce to support the delivery of the programme and act as a peer mentor to the volunteers;
- Working with our Marketing and Communications team to promote the Get Out, Get Active offer appropriately, with a particular focus on the use of social media;
- Working with the booking administration team to co-ordinate and schedule sessions and events utilising online booking systems;
- Facilitating weekly sessions, updating website bookings, coordinating registers and welcoming participants to sessions;
- Leading outdoor walking trips (campus, city and the wider Yorkshire Dales) and campus discovery events with appropriate support and training;
- Monitoring participant attendance and measuring participant satisfaction through session registers and user feedback systems;
- Being the student representative on University working groups, contributing feedback and thoughts of the students specific to this area;

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 a Get Out, Get Active Activator you will have:

- Commenced an undergraduate or postgraduate degree at the University of Leeds;



- A high level of accuracy and attention to detail with particular experience of data collection, monitoring and analysis through use of Microsoft excel and/or performance management software;
- An enthusiasm for and understanding of the interrelated nature of physical activity and health and wellbeing;
- Experience of using social media platforms and understanding of how to best utilise these to communicate, inform and persuade;
- Excellent organisational skills and ability to prioritise and plan accordingly, with specific experience in relation to event/programme delivery;
- The ability to work independently and within a team environment, with experience of leading others;
- Excellent communication and inter-personal skills, with the ability and willingness to inform, persuade, negotiate and influence others in a helpful manner;
- The ability to relate to a broad participant/customer base, building relationships easily and quickly;
- The ability to work autonomously and deliver to deadlines set by the programme.

You may also have:

- A working knowledge of Higher Education;
- Experience of website management;
- Project management skills and some experience in strategic sports development;
- An understanding of the basic principles of behaviour change;
- Coaching qualifications and relevant sport/activity experience;
- A valid First Aid certificate.

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:

Emma Mackenzie-Hogg, Social Sport Manager

Tel: +44 (0)113 380 1421

Email: e.mackenzie-hogg@leeds.ac.uk

Additional information

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 on our [Criminal Records](#) information page.

