



Job Description Template

Name:	Job Title: Health Officer
Last Updated: 30-06-22	Reporting To: Health Manager
Hours: F/T	Place of Work: Winchester & remote working

ROLE PURPOSE

The role will operationally support the delivery of initiatives, projects and programmes to enable the team, other people and organisations to deliver the 5 goals in the [We Can Be Active Strategy](#).

The role will focus on building relationships with health professionals, supporting them to feel more confident and help them embed physical activity into health pathways.

The role will also gather in-depth data and insight, working with Energise Me's Insight lead, to increase our understanding of people with or at risk of long term health conditions.

The role will work with local community groups who support people with health conditions to incorporate physical activity into their offer.

The role will also support the physical activity sector to develop their understanding of what works in supporting people from this target group to become active.

ROLE DIMENSIONS [What authority does the role have, Direct reports, Size of team, key relationships/interactions]

- Work with the Head of Health and Strategy and the Health Manager to shape and map the direction of Energise Me's work in the health sector.
- Working within the budget parameters set by the Head of Health and Strategy.
- Managing and developing relationships within the health sector as required.
- Using national and local insight and data to develop local initiatives.

MAIN DUTIES & RESPONSIBILITIES

Key Result Area	Key Tasks	Success Measures
Managing Relationships	<ul style="list-style-type: none"> ▪ Establish, nurture develop and maintain effective internal and external relationships to gather and share information and insight aligned to provide support to people with long term health conditions and have a commitment to improving their health and wellbeing. 	<ul style="list-style-type: none"> ▪ Positive case studies developed with marketing. ▪ Positive Impact on priority audience areas.

	<ul style="list-style-type: none"> ▪ Collaborating with colleagues and external people and organisations, co-produce the Support to Get Started network to share learning and influence the delivery of the We Can Be Active strategic goals. ▪ Celebrate and share stories about people with long term conditions to encourage engagement. ▪ Increase knowledge, skills and capabilities of health care professionals to raise and promote physical activity with patients. ▪ Build networks to encourage the sharing of experiences. ▪ Provide training for clinical and non-clinical teams. 	<ul style="list-style-type: none"> ▪ Other organisations and people are using the insight to inform their practices and ways of working. ▪ People and organisations are providing Energise Me with positive feedback and will be advocating our work. ▪ Linking with the rest of the Energise Me team in terms of sharing sessions that are running across all sectors.
Managing Data	<ul style="list-style-type: none"> ▪ Gather and use local, regional, and national insight to support the delivery of projects aligned to the We Can Be Active strategic goals to inform the health sector development. ▪ Use local data and insight on physical activity and people with long term conditions to influence key local partners. ▪ Keeping abreast with regional and national insight and linking with national campaigns to use the information at local level. ▪ Support the monitoring and evaluation of projects to track progress, assess impact and effectiveness and measure performance against targets. ▪ Maintain our Customer Relationship Management (CRM) system to ensure that details held are current, accurate and relevant 	<ul style="list-style-type: none"> ▪ Engagement feedback and analytics. ▪ Positive event feedback – seeing improvement at local level.
Fundraising and Budgets	<ul style="list-style-type: none"> ▪ Where relevant, identify funding to deliver initiatives, projects and programmes aligned to the We Can Be Active strategic goals. ▪ Support budget monitoring of initiatives, projects and programmes and financial reporting 	<ul style="list-style-type: none"> ▪ Working within required budgets set by Strategic Lead ▪ Contribute to successful funding applications as well as contributing to increasing funding for Energise Me

Project Management	<ul style="list-style-type: none"> ▪ Operationally deliver initiatives, projects and programmes that support the health work plan 	<ul style="list-style-type: none"> ▪ Projects managed and delivered on time and budget
Policies and Procedures / General role requirements	<ul style="list-style-type: none"> ▪ Act within Energise Me's stated values and comply with our policies and procedures. ▪ Ensure that Safeguarding and Health and Safety (including Risk Assessment) policies are adhered to, and concerns are raised in accordance with these policies. ▪ Maintain a confidential, sensitive and discreet approach to personal and organisational information, ensuring compliance with relevant data protection legislation ▪ Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider ▪ Keep up to date with developments in health 	
Other Requirements	<ul style="list-style-type: none"> ▪ Be flexible in undertaking additional duties commensurate with the role as required. ▪ Undertake other ad-hoc project support across other strategic sectors as required 	

PERSON SPECIFICATION

(Desirable and Essential Skills and Experience required for the Role)

Description	Requirements
Experience	<ul style="list-style-type: none"> ▪ Experience of project planning, delivery and evaluation. ▪ Administrative experience. ▪ Proven experience of building and maintaining effective relationships.
Knowledge	<ul style="list-style-type: none"> ▪ Understanding of the health landscape and knowledge of the key stakeholders and organisations. ▪ Knowledge of evaluation tools and techniques and how they are used in project management. ▪ Understanding of the importance of physical activity and the role the health workforce can play. ▪ Knowledge of what stops people with health conditions being physically active. ▪ Understanding of equality and diversity, and its practical application.
Skills	<ul style="list-style-type: none"> ▪ Strong organisational and time management skills. ▪ Good IT skills with a sound working knowledge of MS Office. ▪ Excellent interpersonal skills with confidence in presenting at and chairing meetings and conversations
Values	<p>Ability to demonstrate an understanding of and connection with our organisational values:</p> <ul style="list-style-type: none"> ▪ Curious about what stops people from being active ▪ Open to different ideas and perspectives ▪ Creative in how we do things and who we work ▪ Bold in taking risks and speaking out about the things that need to change
Other (e.g. requirement to travel for the role)	<ul style="list-style-type: none"> ▪ Able to fulfill the travel requirements of the role