

Role Description and Employee Specification

Job Title:	Leisure & Active Wellbeing Officer	Location:	Coleford
Department:	Communities	Service:	Community Wellbeing
Reports to:	Active Wellbeing Lead	Working Hours:	30 hours
Salary:	£31,010 per annum	Peer Group:	PGC16
Business World Post Number:		Job Group:	Level 1 specialist
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	<p>Improving people's quality of life by making sure leisure centre users enjoy high quality facilities and activities.</p> <p>This post will be part of the Community Wellbeing Team at Forest of Dean District Council. The post holder will carry out contract monitoring activities for our leisure services and work closely with the leisure provider and the leisure and wellbeing team members. Main responsibilities will be to ensure contract compliance, to monitor performance and to collate and review data and information. The role requires regular travel to attend meetings and to undertake site visits to engage with providers, colleagues and customers. A key part of this role is to build and maintain effective and positive relationships with a wide range of stakeholders.</p> <p>The postholder will support the Active Wellbeing Lead to implement the Active Wellbeing Strategy by supporting community based physical activity interventions in partnership with the leisure provider.</p>
Key Tasks and Responsibilities:	<p>Work with colleagues and the leisure provider to</p> <ul style="list-style-type: none"> • Collate data and information and prepare regular reports • Ensure contract compliance and monitor performance • Organise regular meetings between the Council and leisure provider • Attend regular meetings and conduct site visits • Build and maintain effective and positive relationships

	<ul style="list-style-type: none"> • Work in close partnership with the leisure provider on a community outreach programme • Support the Active Wellbeing Lead with the implementation of both the Playing Pitch and Active Wellbeing Strategy • Improve health and wellbeing by increasing physical activity levels across all ages • Contribute to achieving the Council's corporate priorities by ensuring good quality leisure services
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<p>Qualifications</p> <ul style="list-style-type: none"> • A level, NVQ3, or BTEC • Relevant professional qualification or relevant industry experience <p>Experience</p> <ul style="list-style-type: none"> • Experience in the leisure industry, a similar field or transferable skills • Experience in contract monitoring • Experience in project delivery and performance management • Confidence and experience in engaging with a wide range of stakeholders. <p>Skills</p> <ul style="list-style-type: none"> • Good level of IT skills - MS Office and experience of using service support systems • A highly effective communicator across the full range of audiences and channels • Excellent interpersonal skills, including motivation, negotiation, persuasion, diplomacy and reassurance. • Self-starter with a positive attitude • Empathetic without being diverted from the focus of the role • A team player who enjoys partnership working to collectively tackle challenges and implement positive change or improvements • customer focussed, responsive, and co-operative • ability to prioritise and meet tight deadlines • Experience of working within a multi-agency and fast paced environment • Ability to maintain confidentiality in accordance with Data Protection • Driving license and access to car

Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Knowledge of the local area • Knowledge, understanding or experience of project management • Experience of working in a political environment 		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:	25/07/2025	Reviewed By:	Jacqui Wright
Checked by HRBP	Clare Jones	Date of Issue:	