

GREENSPACE & HEALTH MANAGER JOB DESCRIPTION

Post: Greenspace & Health Manager

Responsible to: Head of Operations

Responsible for: Greenspace & Health Officer + Community Link Worker

Overall Purpose: Reporting to the Head of Operations, develop, manage, and contribute towards the delivery of the co-ordinated implementation of Thrive Physical Activity and Greenspaces project. Line management of the Greenspace & Health Officer and the ELGT Community Link Worker.

Development and delivery of, with assistance of Greenspace & Health Officer, physical activity and conservation activities in greenspaces.

Key Performance Indicators:

- Management, co-ordination, and delivery of the agreed Thrive physical activity in greenspaces programme of work.
 - Effective line management of the Trust's Community Link Worker and associated reporting.
 - Line management of Thrive project delivery staff.
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Key Responsibilities:

Thrive Physical Activities & Greenspaces Programme

1. Take overall responsibility for managing and supervising, including delivery, of the Thrive Physical Activity in Greenspaces project work programme of the Trust.
2. Represent the Trust on the Thrive Collective steering group with other managers from Edinburgh Leisure, SAMH and the Cyrenians. Regularly report on key performance indicators and outcomes to the Collective and to the Edinburgh Health and Social Care Partnership.
3. Liaise with Trust staff, partners, other organisations, and individuals to identify and develop suitable sites and areas of activity for the Thrive programme of work.

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4. Work with the Head of Operations, when necessary, to co-ordinate ELGT project staff for the delivery of activities.
5. Promotion of the full range of activities to The Thrive Welcome Teams and other referring partners, to ensure that people are choosing the right project for them, including the targeting, or adapting activities to enable underrepresented groups to get involved.
6. Manage physical activities and, where necessary, lead teams of relevant staff and external representatives as part of the Thrive project. These will be a range of meaningful group activities that include walking and jogging groups, conservation activities and community gardens,
7. Develop and programme the agreed ELGT activities to ensure the success of the Thrive project for which the post is directly responsible.
8. Identify key performance indicators to monitor performance, including number of referrals, waiting list times, number of people getting active, completion rates, etc.
9. Establish and contribute towards the development of evaluation indicators, which demonstrate whether shared outcomes have been met.
10. Monitor implementation and expenditure and ensure that the Thrive project is within the operational framework agreed by the Trust and that financial, budgetary, quality control and other Trust criteria are met.

Community Link Worker

11. Day to day line management of the ELGT Community Link Worker, particularly relating to training, personal development, and general administration.
12. Attendance at the City-wide Community Link Workers Third Sector Organisations Co-ordinators group meetings and general reporting to EVOV and NHS.

General

13. Ensure that the Trust's Health & Safety Policies are followed, and that works are implemented in accordance with Scottish & Local Government guidance and other relevant infection control requirements.
14. Attend meetings where relevant and liaise with the Trust's Board and staff, partners, other organisations, and individuals to report on physical activity and greenspaces and Community Link Worker programme.
15. Help promote the concept of physical activities in greenspaces and assist in promoting the work of the Trust to maximise PR benefits and to provide assistance, information, and advice to the general public.

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Performance Measures

1. Delivery of agreed Thrive Collective targets and associated action plan and performance indicators with the Head of Operations.
2. Regular performance reviews of progress made against agreed targets, together with the effective supervision of project staff for which the post is responsible.
3. Assisting the Head of Operations in developing effective teamwork between Trust employees and the Board of Directors, and promote by example, a positive, solution-oriented, team-based approach to the work of the Trust.
4. The ability of the postholder to liaise and work effectively with the Thrive Collective and Trust staff to develop and monitor work programmes.