



Job Description

Position: Gosport Wellbeing Walk - Project Co-ordinator

Responsible to: Community Engagement Manager, Gosport Voluntary Action

Responsible for: Volunteer Walk Leaders

Hours per week: 21 hours per week @ £12.44 per hour Pro Rata £13,584.00

Place of Work: GVA Offices, Martin Snape House, Gosport and various locations across the Borough of Gosport.

Terms: 12 Months (Extension subject to further funding)

Main Purpose

To develop the Ramblers Wellbeing Walks, scheme in Gosport, providing a free and accessible healthy walks scheme to encourage measurable improvements to fitness and wellbeing. Expanding the scheme across additional health care settings and community hubs to offer more walk locations appealing to all ages and abilities. Raising awareness of the scheme throughout the community, promoting the benefits of healthy walks. Recruit, train and support volunteer Walk Leaders to deliver the scheme across the Borough. To engage with Heritage Action Zone (HAZ) and support delivery and development of the innovative heritage and cultural element of the walks.

Main Tasks

1. To ensure a variety of appropriate walks are available, accessible to the target audience.
2. To develop new walks to encourage wider participation, in conjunction with other local organisations including liaising with cultural and heritage work.
3. To recruit and manage volunteers.
4. To co-ordinate the training requirements of volunteers.
5. To create promotional materials and undertake outreach in order to develop awareness of the scheme across Gosport.
6. To foster relationships with health & wellbeing organisations, key stakeholders and other community groups.
7. To ensure accurate records are maintained using the appropriate database in order to monitor and evaluate the scheme, producing reports as required.
8. To carry out duties in accordance with the national accrediting body for Ramblers Wellbeing Walks, following best practice guidelines.

Person specification

| EXPERIENCE | ESSENTIAL | DESIREABLE |
|---|---|---|
| Working in the Voluntary and Community Sector | Able to demonstrate a good knowledge of the VCS from first-hand experience | Knowledge of the VCS in the Gosport area or across Hampshire. |
| Managing volunteers | Ability to effectively manage volunteers | Experience of managing volunteers |
| SKILLS | | |
| Communication | Good written and oral communication skills | |
| | Ability to prepare and deliver presentations | |
| Organisation | Able and efficient, even under pressure | |
| Initiative | Able to plan and work independently | |
| IT/Data Input | Competent use of computers including Word, Excel and Outlook | |
| PERSONAL QUALITIES | | |
| Innovation, Initiative and Time Management | Able to use own initiative to identify solutions and solve problems | |
| Commitment and Enthusiasm | Highly motivated and confident, able to respond positively to meet challenges | |