

Job Description



Post	Health and Activity Coordinator
Reporting to	Play and Leisure Project Manager
Accountable to	Operations Manager
Responsible for	SEND Health, Activity and Movement programme

KEY TERMS OF EMPLOYMENT

Hours	18 hours per week (to include evening and weekend work)
Holidays	22 days per annum (pro-rated to hours) plus 8 Bank Holidays
Salary	£28,100 - £31,842 (pro rata to hours) subject to experience
Base	Marble Hall, Nightingale Road, Derby, DE24 8BG
Pension	Umbrella offer a pension scheme and details will be provided
Contract Term	Post initially funded for 18 months – with potential to extend subject to future funding
Other considerations	This appointment is subject to enhanced Disclosure and Barring Service (DBS) checks.

JOB PURPOSE

To plan, organise, and deliver an exciting new project enabling group activity to support disabled children, young people and their families to access and benefit from physical activity to support health and wellbeing. This role requires adaptability, strong organisational skills, and the ability to build meaningful relationships with the local community.

The successful candidate will ensure sessions are inclusive, engaging, and responsive to varying support levels and individual needs, while overseeing the practical and administrative elements required for smooth delivery.

KEY TASKS AND RESPONSIBILITIES

1. To plan, organise, and deliver structured, safe and inclusive group sessions, working with specialist facilitators as required.
2. To develop sessions plans aligned with programme objectives, adapting session content to meet differing support needs and ability levels

3. To coordinate staffing, volunteers and venues to ensure sessions can operate safely and appropriately.
4. To develop opportunities for ongoing activity and wellbeing, including use of digital tools and connection to mainstream opportunities.
5. To monitor participant engagement and progress, responding appropriately to changing needs.
6. Work closely with Umbrella colleagues, ensuring close and effective working relationships across the whole organisation.
7. Build and maintain strong relationships with the local community, including local organisations and partners.
8. To act as a key point of contact for participants and families, ensure they are involved in programme planning and evaluation.

GENERAL RESPONSIBILITIES

- a) Take an active part in continuing to develop own knowledge and skills relevant to the job, attending training as required.
- b) Adhere to Umbrella's Safeguarding Policy and other relevant policies and procedures
- c) Maintain confidentiality at all times.
- d) Manage and organise your own time and activities to ensure tasks are prioritised, and agreed deadlines are met.

OTHER REQUIREMENTS

- In order to achieve the objectives of Umbrella, the post holder will need to work flexibly, including limited out of hours as required.
- Driving licence and vehicle, for which a mileage allowance will be paid.

Person Specification

Skills & Experience

Essential

- Experience coordinating or delivering group-based activities.
- Ability to adapt activities to meet varying levels of support needs.
- Strong organisational and time management skills.
- Excellent interpersonal and communication skills.
- Experience working with volunteers or small teams.
- Ability to work independently and take initiative.

Desirable

- Experience working with children and young people with additional needs
- Experience in community-based roles.
- Understanding of inclusive practice and safeguarding.
- Relevant qualification in community work, education, youth work, health & social care, or similar.
- Experience in multi -sport and adaptive sport delivery

Personal Attributes

- Empathetic and approachable.
- Reliable and proactive.
- Flexible and solution focused.
- Confident in engaging with a wide range of individuals and stakeholders.
- Understanding of the barriers faced by disabled children, young people and their families