



# Job Description & Person Specification

## Community Group Mentor

### 1. Purpose and Context

To provide mentoring, guidance and practical in-person training and support to community based physical activity group leaders, including those affiliated to Jog Derbyshire. Act as an enabler to help groups deliver safe, enjoyable and engaging activities which attract and retain participants.

Encourages engagement, collaboration and sharing of best practices between groups and activity demonstrates the benefits of being part of a wider community.

Ensures the Peak Running strategy and values are instilled across the network, as well as compliance with any funder requirements.

**Led by:** Physical Activity Programme Lead

**Provides leadership to:** Community Groups

### 2. Status

Permanent part time role (0.5 FTE), with working hours by agreement with post holder and subject to external funding.

### 3. Core Accountabilities

Carry out regular visits to Jog Derbyshire and other community led run/jog/walk groups to support them in continually developing and improving their activities for the benefit of participants.

Provide mentoring to activity leaders and support their personal development.

Deliver training and coaching sessions to group members.

Create and maintain practical support materials, including session activities and online material.

Determine, share and demonstrate best practices in delivering safe and enjoyable activities and managing groups.

Proactively identify opportunities for new groups and support them to become established.

Proactively encourage and facilitate collaboration and mutual support across community groups delivering physical activities.



Support the organisation and delivery of events, both led by Peak Running and/or community groups.

Facilitate the implementation of social prescribing within the network of groups.

Capture success stories from across the network and share widely to promote the offer available.

Maintain website content for groups.

Carry out other tasks or projects as directed to support the business.

#### 4. Organisational Responsibilities

Act in line with Peak Running's ethos, culture and values and play a role in instilling these across the community we support.

Ensure compliance with funding and/or contractual requirements as necessary.

Support the evaluation of proposed and delivered activities.

Actively contribute to the development and delivery of plans to enable the delivery of the business' strategic objectives, including collaborating with and supporting colleagues to deliver workstreams they are responsible for.

Promote Peak Running's approach and offering amongst stakeholders and the wider community, to grow awareness and reputation.

Contribute to public relations and marketing activities and material.

Continually seek opportunities to promote inclusivity and diversity within the activities we deliver or support.

Work in line with all organisational and legislative practices, including safeguarding, Health and Safety, GDPR and confidentiality.

Ensure reporting and record keeping, including financial, is accurate, up-to-date and compliant.

Actively reflect on personal performance and seek opportunities to further develop skills and knowledge.

## 5. Person Specification

Note: Annotations indicate how competence will be assessed. I = Interview; A = Application

### Personal Qualities:

### Status

- Able to engage with and motivate people. Essential (I/A)
- Compassionate with the ability to empathise with people's life experiences Essential (I/A)
- A friendly and approachable manner. Essential (I/A)
- Encouraging Essential (I/A)
- Enthusiastic and willing to get involved Essential (I/A)
- Self-motivated, able to work on own initiative Essential (I/A)
- Curious and inquisitive. Essential (I/A)
- A non-judgemental and positive attitude Essential (I/A)
- Creative and solution focused Essential (I/A)
- Ability to remain calm under pressure and adapt to changing needs and priorities. Essential (I/A)
- Willingness to learn and develop. Essential (I/A)

### Knowledge, skills and qualifications:

- A good knowledge of the benefits of physical activity. Essential (I/A)
- Sport and/or physical activity qualification or extensive experience. Essential (A)
- Excellent interpersonal and team-building skills. Essential (I/A)
- Effective at communicating, giving, receiving and using feedback Essential (I)
- Able to initiate, facilitate and manage group discussions. Essential (I/A)
- Knowledge and understanding of community and social issues impacting on inactivity. Essential (I)
- A working knowledge of how to apply theory to the design of training and assessment processes. Desirable (I/A)



- Report writing skills, and the ability to interpret and/or present data with an attention to detail. Essential (I/A)
- Good IT skills with a working knowledge of Office365 and/or other common business software. Essential (I/A)
- Advocacy and networking skills. Essential (I/A)
- First aid qualification or willingness to undertake training. Essential (A)
- A good knowledge of governing body requirements for sports, physical activity. Desirable (I)
- Awareness of 'system leadership' principles and techniques. Desirable (I)

### Experience

- Experience in taking a lead and delivering physical activity group sessions. Essential (I/A)
- Experience in mentoring and supporting individuals and groups. Essential (I/A)
- Experience in delivering and revising/updating training sessions. Desirable (I/A)
- Experience in developing and implementing policies and procedures. Desirable (I/A)
- Experience in creating and growing networks. Desirable (I/A)

### Other

- Ability to work flexibly to meet the needs of the business, including weekends and evening to meet the needs of the business. Essential (I/A)
- Current driving license and ability to use own vehicle for business purposes. Essential (I/A)
- Enhanced DBS Certificate or ability to acquire. Essential (A)
- Right to work in the UK Essential (I/A)