



# Sport Bay of Plenty Charitable Trust

## JOB DESCRIPTION

### JOB TITLE

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**Community Green Prescription Advisor**

### PURPOSE

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To increase physical activity levels and improve health outcomes for communities across the Bay of Plenty through the effective coordination of the Green Prescription programme; by establishing and strengthening community relationships; and working collaboratively with communities including health and physical activity providers to tailor a Green Prescription service based on their needs.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Delivery of Community Green Prescription service

- To deliver the Green Prescription programme - this includes but is not limited to providing support, motivation and information centred around physical activity, all designed to help develop a healthy lifestyle through sustainable physical activity changes.
- Provide a quality professional service that supports the achievement of contracted outcomes and KPIs set by our stakeholders for the Green Prescription programme.
- Deliver the Green Prescription programme using a tiered approach to service to meet client or community needs. This includes using a triage system and allocating the appropriate support type (eg. community, face to face, phone, group) to clients
- Work to identify communities in need of an enhanced Green Prescription service through understanding and minimise barriers in priority communities.
- Ensure beginner physical activity group options (either led by Sport BOP or identified in the community) are available and suitable for Green Prescription clients.
- Deliver the service alongside community, health and Māori or Pacifica organisations to ensure an effective appropriate service for the community.
- Provide communication with each referred client or community to educate, encourage and support them to meet their goals relating to increasing physical activity and improving nutrition and wellbeing.
- Be innovative and willing to trial new approaches to suit different participation groups within the Green Prescription service
- Provide the Green Prescription programme primarily within an assigned location (e.g. WBOP, EBOP, or CBOP) but work closely with team to enable the flexibility to support team operations and duties in other locations as needed.
- Complete reporting when required including outcome measures and contract obligations as required by our stakeholders.
- Keep accurate and up to date records regarding clients and programme implementation using our CRM system, Dynamics.

#### Advocate and Influence

- Maintain current stakeholder relationships and build new relationships to promote the programme with referrers and key stakeholders such as GP practices, community health providers, and community groups. This will involve developing credibility and relationships through regular visits, presentations, information provision, supporting the maintenance of the referral pathways and spreading the word about the programme.

- Maintain and strengthen relationships with Māori and Pacifica Health Organisations and Hauora.
- Work with team leader to ensure referral pathways are clear and communicated to key stakeholders, to ensure inappropriate referrals are minimised and are designed to support the priority communities where access to the Green Prescription programme is challenging.
- Grow and maintain relationships with current and potential community physical activity providers for appropriate, accessible and affordable options for Green Prescription clients. This includes regular visits and/or communication
- Provide train the trainer workshops and focus on improving the capability of providers to facilitate appropriate classes and referral management.
- Collaborate closely with other health/activity organisations to complement each other's services.
- Support the development of new resources, promotional material and information about the Green Prescription programme particularly to support the community needs

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.
- Commitments to Te Reo, Tikanga, Te Tiriti o Waitangi, and ongoing development of cultural competency in Te Ao Māori.

## SKILLS, EXPERIENCE & EDUCATION

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### Essential

- Excellent relationship building skills.
- Excellent interpersonal skills with proven experience in managing relationships with stakeholders and individuals to achieve quality outcomes.
- Flexibility in approach and the ability to identify opportunities for innovation.
- Demonstrated ability to work with a range of population groups including clients of various ages, different health conditions, physical ability levels and varying levels of health literacy.
- Understanding of exercise prescriptions for medical conditions, health and fitness and experience in work focusing on promoting healthy lifestyles.
- A high level of verbal and written communication skills, with the ability to engage and communicate effectively to a wide range of stakeholders and audiences.
- Excellent self-management and time management skills
- Facilitation skills and able to work with individuals/or to present to groups.
- Knowledge of, and commitment to, the Te Tiriti o Waitangi and experience in working with Māori communities and/or knowledge of key health determinants for Māori.

### Desirable

- Bachelor qualification or equivalent in nursing or health related, sport, or recreation.
- 3-5 years experience in health, fitness centres, recreation field or medical field.
- Experience in supporting the development and/or facilitating physical activity/ exercise or sporting group activities.

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- Proficient with computer based programmes including Microsoft Dynamics, Word, and Outlook