**JOB DESCRIPTION**

**Post Title:** Development Officer (Workplaces programme)

**Responsible to:** Senior Development Officer (SDO), Workplaces

The post holder is responsible for supporting the delivery of the operational priorities for the Workplaces programme at Paths for All and working in conjunction with Regional Transport Partnerships.

The aim of the programme is to improve the physical, mental and social health of the working age population by creating a culture of walking, wheeling and active travel within designated workplaces in the Regional Transport Partnership area.

The post involves blended working between home, meetings in the designated workplaces and occasional requirement for attendance at Paths for All offices in Stirling, for which expenses would be paid.

**MAIN ACTIVITIES**

1. Support the promotion and delivery of the Paths for All [Strategy](https://www.pathsforall.org.uk/about/about-us/strategy)and outcomes to increase the number of people walking every day.
2. Work with a broad range of organisations to increase the level of walking and physical activity amongst the working age population, focusing on agreed target groups and those experiencing health inequality.
3. Organise and support the delivery of various walking initiatives within the workplace settings to increase walking and physical activity generally. This will include the recruitment of volunteer walking champions in the workplaces.
4. Support the day-to-day administration of the programme, including planning and reporting, monitoring the budget spend, and keeping accurate records in relation to project delivery.
5. Assist the SDO in preparation of reports, annual review and business plan.
6. To proactively engage with, keep up to date with and contribute to, policy and legislative developments within Physical Activity including consultations, working groups and resource development.
7. Contribute to programme and all-staff team meetings and communications, including e-bulletins, blogs, social media, and best practice sharing.
8. To undertake any other duties appropriate to the post in line with PfA policies and procedure and in accordance with the needs of PfA.
9. This job description will be reviewed periodically and updated as required in consultation with the postholder.

June 2024