

Enquiry Ref No.

1244744

Company Name

Sefton Council

Job Placement Title

Kickstart Assistant Development Officer

Job Placement Summary

Active Workforce delivers a health service to Companies in order to improve the wellbeing of their staff. During Covid, delivery has been mostly online, and figures have increased.

Workplace can be at home and there is an option of Magdalen House, Bootle, for staff who require it.

The offers include virtual events, virtual challenges, online health seminars, nutrition courses, exercise classes.

Responsibilities & Duties

Admin- Taking bookings via email / phone

Marketing- Assist in designing and sending adverts on social media, website, emails, intranet.

Assist with the delivery of events & challenges.

Call participants on the weight management programme to support them.

Assist in monthly health newsletter design & health seminar design.

Qualifications & Skills

IT Skills- Able to use email, excel, word, presentations, social media.

Preferable- Candidate to have an interest in exercise & health

Working Hours

25 hours per week, Between the hours of 9am-5pm, Monday-Friday.

How to Apply**Rate of pay**

NMW

Comments

Workplace can be at home and there is an option of Magdalen House for staff who require it.

There is a huge range of activities and the candidate can learn a great deal from organising events, to learning

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KICKSTART SCHEME



nutrition advice, how to design an exercise programme and how to take a health check.

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