

Job Description and Person Specification

READY STEADY GO! PROJECT ASSISTANT

A Lambeth to be proud of



Job Title: Ready Steady Go! Project Assistant

Department: Parks and Open Spaces

Division: Resident & Enabling Services

Grade: Scale 6 (20 hours a week)

Reports to: Sports Development Officer

Responsible for: Assisting the Ready Steady Go! Project Officer in the delivery of the Ready Steady Go Programme

Context

An exciting opportunity has arisen within the Sports and Health Development team for a part-time Project Assistant to support the delivery of the Ready Steady Go (RSG) children's weight management programme in Lambeth.

Childhood obesity rates in Lambeth are among the highest in London, and many families face barriers to accessing healthy lifestyle support. The RSG programme offers free, evidence-based sessions combining physical activity, nutrition, and behaviour change, designed with input from families and communities to ensure it is accessible and relevant.

The Project Assistant will play a vital role in supporting sessions, engaging families, and coordinating the day-to-day running of the programme.

Join our team and help children and families in Lambeth build healthier, more active lives.

Job Purpose

To provide effective assistance and administrative support to the Ready Steady Go programme. The post holder will be required to assist Ready Steady Go Coordinator by undertaking a range of systems and administrative processes and also assist with operational duties that will ensure the programme meets targets efficiently.

Responsibilities

1. To be responsible for introducing and registering newly referred families, before assigning them to the appropriate programme, by providing the appropriate intervention information and guidance to families.
2. To carry out data input, register management and the generation of forms on the service database.
3. Assisting the Project Coordinator with programme creation and management, and to ensure that all new programmes are set up on the service database.
4. To communicate sensitively and effectively with all families referred to the Ready Steady Go programme.
5. Responsible for the secure management of all confidential client records and to maintain an organised and efficient filing system.
6. To act as the main point of contact for all families/clients post registration. This will include organising programme invitations, sending session reminders, creating non-attendance reports and inviting participants to follow up appointments.
7. To support the Project Coordinator in the collection and recording of the children's data at the measurement sessions.
8. To support the delivery of Nutrition education and or Physical activity.
9. To assist the project manager in the creation of quarterly monitoring reports which will include the collection of data from the service database and filing system.
10. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
11. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
12. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	Knowledge and understanding of childhood obesity and/or physical activity interventions.	✓A
	K2	Proficient working knowledge of Microsoft Office applications and confident in using the internet for work purposes.	A
	K3	Ability to work with minimal supervision, manage priorities effectively, and respond to conflicting demands	✓A
	K4	(Desirable). Ability to speak Spanish (or another community language widely spoken in Lambeth).	
Relevant Experience	E1	Experience of providing administrative support for weight management and/or physical activity interventions.	✓A
	E2	Experience of dealing professionally with members of the public, both by telephone and in writing.	A
	E3	Experience of managing own workload, prioritising effectively and consistently meeting deadlines	✓A
	E4	Experience of producing reports and correspondence using word processing, spreadsheets, and other business software.	✓A
	E5	Experience of using office equipment and systems, including scanning, filing, and document management.	
Qualification		Bachelor’s degree or equivalent professional experience in nutrition and/or physical activity	✓A

CORE VALUES AND BEHAVIOURS

Equity behaviours



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- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



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- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



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Ambition behaviours



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- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.