

VACANCY APPLICATION PACK



Health and Inclusion Team Leader



APPLICATION PACK

Burton Albion Community Trust's Mission Statement:

'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'

The mission is underpinned by our four Strategic Aims & seven Core Values:

Strategic Aims

- Deliver high quality
- Create a positive journey
- To measure and evidence impact
- Govern and lead effectively

Core Values

Empathy - The organisation will constantly be aware, will seek to understand, and always support each other and those who we serve.

Determination - The organisation is determined to INSPIRE, ENGAGE, EDUCATE one another and the wider community.

Innovation - The organisation will always be proactive and seek new methods to ensure high quality services.

Pride & Passion - The organisation is proud to serve the community and is passionate about improving people's lives.

Professionalism - The organisation will lead by example to ensure the highest possible standards are demonstrated and maintained.

Respect - The organisation will recognise and admire the qualities and differences of every person, ensuring they are treated equally and with the utmost consideration.

Integrity - The organisation will always be open, truthful and honest in everything we do.



Through our mission statement, strategic aims and values **WE WILL:**

- Raise aspirations
- Bring communities together
- Raise educational attainment
- Create and affinity with Burton Albion FC
- Improve physical and mental wellbeing
- Develop healthier and safer communities
- Develop better players, coaches and volunteers

Burton Albion Community Trust programmes are delivered under five strands:

- Health & Wellbeing
- Education & Learning
- School Sport
- Football Development
- Inclusive Sport





JOB DESCRIPTION

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| Job Title: Health and Inclusion Team Leader | Salary: £18,575 - £20,000 |
| Reports to: Health and Inclusion Manager | Hours: 37.5 Hours |
| Role Purpose: <p>We are looking for a Health and Inclusion Team Leader who is passionate about developing thriving and successful health & wellbeing and inclusion programmes across East Staffordshire.</p> <p>The role of the Health & Inclusion Team Leader is to coordinate the delivery and evaluation of all Health & Inclusion initiatives on behalf of Burton Albion Community Trust (BACT).</p> <p>The successful candidate will oversee all Social Inclusion programmes including the evening diversionary programme, Kicks as well as all Health & Wellbeing projects and Disability programmes.</p> <p>The candidate must understand the importance of monitoring and evaluating projects and have a passion for community engagement through the vehicle of a professional Football Club.</p> | |
| Roles & Responsibilities: The Health and Inclusion Team Leader will work alongside the Health and Inclusion Manager to:- <ol style="list-style-type: none"> 1.01 Support the delivery of a long term agreed Health and Inclusion strategy. 1.02 Produce, deliver and monitor annual operational plans to meet the objectives of the Trust's long term strategy. 1.03 Produce, deliver and monitor an annual Health and Inclusion budget. 1.04 Sustain existing and create new relationships with external funders and key stakeholders including Public Health and National Health Service. 1.05 Establish and maintain effective internal and external communication systems to manage and promote specific activities within BACT. 1.06 Ensure BACT are being represented within local, regional and national networking, partnership and strategic events within the Health and Inclusion sector. 1.07 Setting clear KPIs to achieve. | |



The Health and Inclusion Team Leader will be responsible for:

- 2.01 Overseeing and quality assuring the operational activity of the Health and Inclusion sessions.
- 2.02 Line managing all BACT staff as designated by the Health and Inclusion Manager and casual staff within the department to ensure clear KPIs are set and a performance monitoring system is in place.
- 2.03 Managing the risk of the individual Health and Inclusion sessions to ensure sustainability of programmes.
- 2.04 The relationship between our partners such as Burton Hospital Foundation Trust, Virgin Care, Age UK, Staffordshire FA, and any other partners as directed by Health and Inclusion Manager.
- 2.05 Monitoring all outcomes within the projects focusing on measuring impact of projects meeting clear deadlines set by funding partners and manager.
- 2.06 Developing People, ensuring skilled work team (staff and volunteers) in place to achieve BACT goals and monitor impact by creating a clear Continual Professional Development (CPD) training plan which is in line with the strategic aims of BACT.
- 2.07 Representing and being the lead coordinator at various National, Regional and Local steering groups as directed by the Health and Inclusion Manager.
- 2.08 Ensure the Values of BACT are adhered to throughout the department.
- 2.09 At all times adhere to and ensure all delivery staff adhere to BACT policies and procedures including health and safety, child protection and safeguarding along with all policies set by the organisation.

General:

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

All employees may be required to undertake any other duties as may be responsibly requested

Equality Code of Practice - Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook

Safeguarding Statement - Burton Albion Community Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



| PERSON SPECIFICATION | | |
|--|------------------|------------------|
| Education / Qualifications | Essential | Desirable |
| National Governing Body Level 2 Coaching Qualification (minimum) | | * |
| Level 2 Fitness Instructor or equivalent | * | |
| Current Safeguarding Certificate | * | |
| Current First Aid Certificate | * | |
| Educated to degree level | | * |
| Level 3 Personal Trainers Qualification or equivalent | | * |
| Additional NGB accredited coaching qualifications | | * |
| Hold a valid full, clean UK driving licence. | * | |
| Knowledge and Experience | Essential | Desirable |
| At least 3 years working within a similar role | * | |
| Strong understanding of Burton and the surrounding areas | * | |
| Minimum of 2 years project delivery and staff experience | * | |
| Managing, supervising and coordinating a team of staff or volunteers | * | |
| Developing plans and strategies relating to your work within your organisation | * | |
| Experience of setting (and working to achieve) performance targets | * | |
| Monitoring and evaluating projects and initiatives | * | |
| Track record of writing successful funding applications | * | |
| Working at a management level and involvement in strategic groups | * | |
| Budgetary Management and Financial controls | * | |
| Skills and Competencies | Essential | Desirable |
| Ability to represent BACT and communicate with all potential contacts (staff, managers, teachers, public of all ages) whilst presenting a professional image | * | |
| Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook | * | |
| Ability to engage with people from all backgrounds and strong networking skills | * | |
| Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community | * | |
| Ability to develop and implement high quality, varied and creative projects and activities | * | |



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| Ability to inspire, engage and educate people from all backgrounds through sport | * | |
| The ability to work under own in active and be proactive in driving the organisation forward | * | |
| Ability to prepare and lead CPD sessions for staff and volunteers | * | |
| Recognised health qualification | * | |
| Recognised youth work qualification | | * |
| Management Qualification. | | * |
| Equality & Inclusivity | Essential | Desirable |
| Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy | * | |





APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:
bactvacancies@burtonalbionct.org

Or via post to:

Community Administrator, Burton Albion Community Trust
Pirelli Stadium
Princess Way
Burton on Trent
Staffordshire
DE13 0AR

Closing date for applications: 31st May 2018

Interviews: Week commencing 11th June



INVESTORS
IN PEOPLE

