

# VACANCY APPLICATION PACK



## Health and Wellbeing Project Lead



# 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

<b>Job Title:</b> Health and Wellbeing Project Lead	<b>Salary:</b> £18,525 - £20,475
<b>Reports to:</b> Health and Inclusion Manager	<b>Hours:</b> 37.5 Hours
<b>Role Purpose:</b> <p>We are looking for a Health and Wellbeing Project Lead who is passionate about developing thriving and successful health &amp; wellbeing programmes across East Staffordshire.</p> <p>The role of the Health and Wellbeing Project Lead is to coordinate the delivery and evaluation of all Health &amp; Wellbeing initiatives on behalf of Burton Albion Community Trust (BACT).</p> <p>The successful candidate will oversee all Health &amp; Wellbeing projects and campaigns.</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>	
<b>Roles and Responsibilities</b> <b>The Health &amp; Wellbeing Project Lead will be responsible for:</b> <ol style="list-style-type: none"><li>1. Overseeing and quality assuring the operational activity of the Health and Wellbeing sessions including; over 50's Fitness, Fit Fans, Golden Goal, Head for Goal, Bereavement projects, Extra Time Hub and various health campaigns.</li><li>2. Line managing 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.</li><li>3. Identifying and managing the risk of the individual Health and Wellbeing sessions to ensure sustainability of programmes.</li><li>4. Identifying appropriate grants and funding streams and supporting the Health &amp; Inclusion Manager to submit applications.</li></ol>	



5. Maintaining and developing the relationship between our partners such as Burton Hospital Foundation Trust, Virgin Care, Age UK, and any other partners as directed by Health and Inclusion Manager.
6. Monitoring all outcomes within the projects focusing on measuring impact of projects meeting clear deadlines for reports as set by funding partners and manager.
7. 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 training plan which is in line with the strategic aims of BACT.
8. Representing and being the lead coordinator at various National, Regional and Local steering groups as directed by the Health and Inclusion Manager.
9. Ensure the Values of BACT are adhered to throughout the department and the Trust as a whole.
10. Ensure all BACT policies and procedures including health and safety, child protection and safeguarding is adhered to at all times.

**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 (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

BACT believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the utmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority



<b>PERSON SPECIFICATION</b>		
<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 Fitness Instructor or equivalent	*	
National Governing Body Level 2 Coaching Qualification (minimum)		*
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.	*	
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
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		*
<b>Skills and Competencies</b>	<b>Essential</b>	<b>Desirable</b>
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	*	
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	*	
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>
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](mailto: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: 6<sup>th</sup> July 2018

Interviews: Week commencing 9<sup>th</sup> July 2018



