ROTHERHAM UNITED
COMMUNITY TRUST

JOB APPLICATION FORM

HEALTH & WELLBEING COORDINATOR

VISION

Creating healthy, happy and active communities.

MISSION

To use our passion for helping others and the influence of Rotherham United F.C. to recognise and achieve individuals' goals, create pathways, inspire future generations and have an overall lasting impact on the community.

VALUES

Passion: Our enthusiasm is infectious, and we always go the extra mile to meet the needs of our participants.

Understanding: People are at the heart of everything we do. We listen to our community and seek to remove barriers to participation.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and deliver to the highest standards.

Respect: We treat each other with the highest regard.

Fun: Through new experiences and having fun, we come together in everything we do.

JOB VACANCY

HEALTH & WELLBEING COORDINATOR

Job Title:	Health & wellbeing Coordinator
Reports to:	Health and Wellbeing Manager
Department:	Health and Wellbeing
Salary:	£24,000.00-£26,000.00
Hours:	This is a permanent role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.
Job Purpose:	The post holder will be responsible for providing the vision for all Health & Wellbeing Work to support our agenda for working at the heart of the Rotherham community. To assist the Health & Wellbeing Manager in the coordination and delivery of the business plan for the department. To deliver a range of high-quality health and physical activity opportunities that are progressive and reflective of the needs of young people, adults and older adults in the local community.
Contract Details:	Full time (37.5hrs), permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

Rotherham United Community Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Health & Wellbeing Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances and therefore welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The Trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Trust.

RUCT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCT will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role, and which do not make them a risk in the role for which they are applying.

Equal Opportunities

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- To be responsible for the coordination of our Health & Wellbeing Work and projects ensuring activities align with the strategic development of the Trust.
- To coordinate project budgets and to identify and secure other sources of funding to assist in the development, sustainability and growth of Social Inclusion activities.
- To work closely and maintain good communication with project partners.
- To maintain and develop partnerships including National Governing Bodies of Sport, funders and relevant organisations.
- To recruit young people and adults on to courses by targeting underrepresented groups.
- To effectively design, plan and deliver high quality sessions in a range of health and physical activities that are accessible to all children, young people, adults and older adults.
- To lead the delivery of RUCT Health offer including universal open access, targeted, detached and 1:1 support for young people.
- To engage with people from various communities and to listen to, support and to advocate on their behalf.
- To work with partner agencies to identify local volunteers from within the community.
- To effectively supervise, mentor and direct support staff, volunteers and apprentices.
- To imaginatively promote local sporting and health opportunities to participants in schools, community settings and care homes.
- To provide information, guidance and support to young people and their families on a wide range of issues.
- To deliver the skills to enable young people and their families to work effectively in groups, enabling them to learn, develop, achieve and record accredited outcomes.
- To ensure underrepresented groups have a voice and can have influence in the RUCST offer and the local community.
- To take positive steps to identify and overcome barriers to participation amongst those from disadvantaged backgrounds through high quality engagement.
- To assist in the delivery of education and promotional sessions which improve the health and wellbeing of the local community.
- To undertake training and continuous professional development as necessary relevant to the post and further career advancement e.g., Level 3 or 4 exercise specialist qualifications
- To contribute to the continuous evaluation and development of all health projects.
- To represent RUCT at all internal and external meetings when required.
- To monitor all projects as required by funding bodies, often using online data systems.
- To be responsible for the recruitment of participants where required.
- To promote all projects.
- To monitor and evaluate all project's, ensuring data is up to date and accurate.
- To prepare and maintain materials for sessions.
- To act as cover staff for all programmes when required.
- To carry out administration such as: registers, reports, retention and achievement data.
- To work closely with colleagues throughout RUCT to extend knowledge and skills in order to identify best practice.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

SPECIAL CONDITIONS:

- The post holder will be required to work some Match Days, evenings and weekends as the requirements of the job demands.

PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Passionate about making a difference.
- Ability to think clearly, creatively and imaginatively.
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds.
- Able to speak multiple languages is desirable.
- Ability to build and maintain positive relationships with people.
- Demonstrate a high degree of flexibility and adaptability.
- Have skills to plan, organise and present information.
- Ability to work on own initiative.
- Competent IT skills

EXPERIENCE

- Project coordination, including Monitoring and evaluation of programmes.
- Achieving set targets and outputs
- Maintaining budgets
- Coaching experience
- Work in the Health and Wellbeing industry
- Working with local community groups, external providers and funders
- Developing innovative sessions to inspire and engage young people, adults and older adults, including those with disabilities and special educational needs.

QUALIFICATIONS

- Health related degree, or equivalent experience
- Full driving licence and the use of a vehicle
- Minimum Level 3 Exercise or Fitness qualification
- Safeguarding, First Aid & DBS (arranged by RUCT)

GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCT and Rotherham United FC in their aims, objectives, vision and mission statement
- To ensure compliance with all relevant club policies, including health and safety policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCT and Rotherham United FC
- To keep confidential any information gained regarding the charity, club and its personnel.
- To maintain a flexible approach to work at all times
- To undertake other duties and responsibilities as required from time to time.

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PERSONAL SPECIFICATION

1	Qualifications	Essential	Desirable
1.1	Appropriate experience or degree in Sports Development or Health	✓	
1.2	Level 3 qualification in Fitness/Gym Instructing	✓	
1.3	Level 3 Exercise Referral for Clients with Specific Controlled Conditions		✓
1.4	Level 4 Postural Stability Instructor		✓
1.5	Other Level 4 exercise specialist qualifications		✓
1.6	Valid and Enhanced DBS (Disclosure & Barring Service) check	✓	
1.7	Valid Safeguarding training certificate	✓	
2	**Skills, Knowledge & Experience**		
2.1	Knowledge, understanding and experience of a range of sports and physical activity programmes	✓	
2.2	Project coordination, including Monitoring and evaluation of programmes	✓	
2.3	Up to date knowledge of national sports and health strategies	✓	
2.4	Knowledge of how to give positive and targeted support to participants who have special educational needs	✓	
2.5	Determination to encourage the highest quality experience for all participants	✓	
2.6	IT skills to include a high level of competence using Excel, Word and PowerPoint skills	✓	
2.7	Excellent overall level of numeracy and literacy	✓	
2.8	Experience of Premier League, English Football League or Sport England funded projects		✓
2.9	An understanding and knowledge of Rotherham United Community Trust		✓
3	**Attitude/Behaviors**		
3.1	A “can do” attitude	✓	
3.2	Presents solutions rather than problems	✓	
3.3	Ability to establish good and productive working relationships, and work well in a team	✓	
4	**Personal Qualities**		
4.1	A dynamic, hardworking and enthusiastic individual	✓	
4.2	Be able to enthuse learning within a wide range of ages and abilities	✓	
4.3	Excellent interpersonal and communication skills	✓	
4.4	Proactive attitude within the role	✓	
4.5	Excellent written and analytical skills	✓	
4.6	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
4.7	Highly organised and able to manage multiple tasks	✓	
4.8	Drive and energy – demonstrate enthusiasm and is personally committed towards education and learning	✓	
4.9	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
4.10	Flexibility and willingness to learn	✓	
4.11	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines	✓	
4.12	Ability to work unsupervised	✓	
4.13	Ability to respect confidentiality and act in a professional manner at all times	✓	
		✓	

ROTHERHAM UNITED
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Rotherham United Community Trust
The Goal Zone, AESSEAL New York Stadium,
New York Way, Rotherham S60 1AH

Tel: **01709 827767**
Email: **community@rotherhamunited.net**

www.ruct.co.uk