



## Job Description

### 1. POST

Job title	Health & Wellbeing Officer		
Hours worked per week	Full time (a minimum of 35 hours per week) The needs of the post will determine the working hours		
Salary:	£22,000 - £25,000 per annum		
Department:	Sheffield United Community Foundation – Communities & Wellbeing		
Other relevant information:	Fixed term until August 2023 with the view to extend beyond this date	Date:	November 2021

### 2. REPORTING

Name of Manager:	Senior Manager – Communities & Wellbeing
Is this position responsible for staff? If so who are they	Staff supporting the programme including Health & Wellbeing delivery staff, volunteers, placements and visitors.

### 3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

The Health & Wellbeing Officer will have a leading role in maximising the Foundation's Health & Wellbeing provision and is tasked with the development and delivery of the Health and Wellbeing programmes. The main function of the role will be to develop and deliver programmes that improve people's overall health and wellbeing across the city of Sheffield and surrounding areas, ensuring all targets are met and each project thrives. The role will be monitored through several Key Performance Indicators (KPIs) and the relevant person must be innovative, driven, and passionate to meet these.

As part of this role, you will work with people aged 16+ from a variety of different audiences including but not limited to different gender identities, ethnically diverse communities, people with long term health conditions and disabilities and low socio-economic groups, with all our beneficiaries having a variety of needs. Our oldest participant is currently 93 and our Fans FC programme supports people who have been affected directly and indirectly by Cancer. You will develop and deliver activities which improve participants levels of physical health, mental wellbeing and support their social health, which can include providing opportunities to develop their social mobility.

### 4. MAIN DUTIES (brief description)

Duties/Responsibilities	Level of responsibility direct or indirect:
<ul style="list-style-type: none"> <li>To oversee and manage the day-to-day operations of activities delivered by the Health &amp; Wellbeing team.</li> <li>Deliver the key outcomes and meet the targets of our Health &amp; Wellbeing programmes including Fans Fighting Cancer, Mental Health Support, Ending Forever Isolation and Fit Fans.</li> </ul>	All Direct

<ul style="list-style-type: none"> <li>• Be the main communication link with key partners including Weston Park Cancer Charity, NHS Charities Together, Home Instead, Strong Minds Together and Voluntary Sector Organisations.</li> <li>• To liaise and communicate with a range of partners and groups to ensure that our programmes meet the needs of the community. This should include GP's, NHS, public health, Sheffield City Council, SPARS, People Keeping Well lead organisations and our beneficiaries.</li> <li>• Design and implement safe and effective face to face exercise and support programmes for key target groups including physical activity sessions, social events, and well-being activities.</li> <li>• Provide useful and effective support systems on a non-face-to-face basis, creating and using resources to meet beneficiary needs.</li> <li>• Be sufficient and proactive with the use of technology to better support and provide physical activity on a non-face to face basis.</li> <li>• Comply with Covid-19 safety procedures when delivering face to face activities and ensure appropriate risk assessments are completed and implemented.</li> <li>• To ensure that the workings of all projects are in line with health and safety, GDPR and safeguarding policies and procedures as well as promoting and integrating the principles of equality, diversity and inclusion in everything we do.</li> <li>• To manage bookings and external delivery staff related to all health and wellbeing programmes.</li> <li>• To ensure project budgets are regularly monitored to ensure we are being efficient with spending whilst delivering a high-quality service.</li> <li>• To collect accurate information that will be entered into the appropriate management system to monitor engagement and progress towards achieving KPI's and outcomes.</li> <li>• To provide written reports which will enable all health and wellbeing activity to be effectively monitored and evaluated.</li> <li>• To assist in the maintaining of appropriate PR for all health and wellbeing programmes.</li> <li>• To take a leading role in the design and development of the Foundation's health and wellbeing programmes in line with the strategic plan but also in response to local and national health needs.</li> <li>• To assist the Senior Manager - Communities &amp; Wellbeing in completing funding applications or seeking alternative funds to deliver the Foundation's health and wellbeing programmes.</li> <li>• To conduct regular performance reviews and training plans for Foundation staff for whom you have direct line management.</li> <li>• Take an active role in any other duties requested by management and any duties required to deliver the outcomes and targets of Sheffield United Community Foundation.</li> <li>• To undertake CPD as necessary and relevant to the post.</li> </ul>	
---	--

## 5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement – please indicate against each heading	E/D
Qualifications/education required: <ol style="list-style-type: none"> <li>1. Relevant health, physical activity or sports-based degree (or equivalent)</li> <li>2. YMCA Level 2 in Gym Instruction or Level 3 Personal Training</li> <li>or</li> <li>3. Level 2 NGB coaching qualification e.g. Dance, Football, Netball, Badminton</li> <li>4. Relevant exercise referral-based qualification e.g. L3 Exercise Referral</li> <li>5. Safeguarding qualification</li> <li>6. First Aid qualification</li> <li>7. Level 4 Cancer Rehabilitation (or a willingness to achieve)</li> <li>8. Other relevant Level 4 Specialist Health Related Qualifications</li> <li>9. Mental Health First Aid (or a willingness to achieve)</li> <li>10. Mental Health Awareness Level 2 (or a willingness to achieve)</li> <li>11. Chair based exercise (or a willingness to achieve)</li> </ol>	<ol style="list-style-type: none"> <li>1. E</li> <li>2. E</li> <li>3. E</li> <li>4. E</li> <li>5. E</li> <li>6. E</li> <li>7. D</li> <li>8. D</li> <li>9. D</li> <li>10. D</li> <li>11. D</li> </ol>

Experience required:	
<ol style="list-style-type: none"> <li>1. Experience of working within sport, leisure, physical activity, health or other specialist related field and of delivering and implementing a range of physical activity and/or health intervention projects.</li> <li>2. Experience of managing and evaluating health and/or physical activity programmes.</li> <li>3. Experience of delivering and prescribing exercise to a range of age groups and audiences with complex needs.</li> <li>4. A proven track record of meeting key performance indicators and delivering high quality programmes with a specific budget criterion.</li> <li>5. A track record of building and managing successful partnerships and external stakeholder engagement.</li> <li>6. An ability to connect and resonate with a wide range of stakeholders including local communities</li> <li>7. Excellent motivational skills, with an ability to inspire and lead a team</li> <li>8. Understanding of funding/partnership opportunities available in the sector</li> </ol>	<ol style="list-style-type: none"> <li>1. E</li> <li>2. D</li> <li>3. E</li> <li>4. E</li> <li>5. E</li> <li>6. E</li> <li>7. E</li> <li>8. D</li> </ol>
Any aptitude/skill required:	
<ol style="list-style-type: none"> <li>1. Ability to work unsociable hours</li> <li>2. Strong team player with excellent interpersonal and communication skills</li> <li>3. Excellent organisation and timekeeping, with the ability to work on own initiative</li> <li>4. Proficient with ICT and technology in sports charity environments</li> <li>5. A "can do" attitude with the ability to manage and motivate others to reach their full potential</li> <li>6. Awareness of current community, health and wellbeing priorities and the role of sport in raising aspirations and achieving health related outcomes</li> <li>7. Ability to engage and communicate with a wide variety of people (participants, parents/guardians, partners, funders, club personnel)</li> <li>8. Knowledge and understanding of brand integrity with the ability to showcase and sell products and services</li> <li>9. Driving license and access to a vehicle</li> </ol>	<ol style="list-style-type: none"> <li>1. E</li> <li>2. E</li> <li>3. E</li> <li>4. E</li> <li>5. E</li> <li>6. E</li> <li>7. E</li> <li>8. E</li> <li>9. E</li> </ol>

<p>Other:</p> <p>The post holder's duties must be carried out in compliance with the Club's Equal Opportunities Policy, with the Health and Safety at Work Act 1974 and subsequent Health and Safety Legislation.</p> <p>These duties and responsibilities should be regarded as either exclusive or exhaustive and the post holder may be required to undertake other reasonably determined duties and responsibilities within the Sheffield United Football Club Group, commensurate with the grading of the post, without changing the general character of the post.</p> <p><u>Eligibility for Employment in the UK</u> In accordance with current legislative requirements the successful applicant must produce documentary verification of her/his eligibility to work in the UK and will not be allowed to start work until this has been received.</p> <p><u>Equality and Diversity</u> Sheffield United Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.</p> <p><u>Safer Recruitment</u> Sheffield United Community Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK</p>	
<p>Special conditions e.g. working with hazardous substances, equipment, etc: Working in a sports environment with sports and health equipment.</p>	
<p>Working in different locations: The role will require working in different locations and evening/weekends as appropriate</p>	

Completed by: .....

(Manager)

Date: .....

Signed by employee: .....

(when appointed or updated)

Date: .....