



Organisation: Rotherham United Community Sports Trust	
Position: Health and Wellbeing Officer	Permanent
Contracted hours: 37.5 hours per week	Responsible to: Head of Community
Salary: £17,000 -£21,000	Responsible for: Health Coach's and Apprentices

General Purpose of post

Increase and widen participation in health and physical activity initiatives that improves the physical and emotional health and wellbeing and quality of life therefore achieving healthier outcomes for the Rotherham Community. Responsible for the project management, delivery, evaluation and development of robust and high quality health and well-being provision in Rotherham

Create strong partnerships with key agencies, stake holders and other community organisations to ensure the provision of our delivery, and that provision aligns with local, regional and national initiatives

To coordinate Rotherham United Community Sports Trusts health projects and develop community partnerships in order to develop new projects.

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

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. 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

Key Duties and Responsibilities

- Coordinate all RUCST's health courses, including selling and developing courses for delivery, ensuring all projects are on track to reach their targets, completing reports to stakeholders.
- Monitor all projects as required by funding bodies including the use of views
- Plan, organise and deliver and evaluate a range of health education and physical fitness sessions.
- Be responsible for the recruitment of participants where required.
- Build and develop strong links with schools, community groups, key stakeholders and other relevant organisations.
- Promotion of all projects.
- Monitor and evaluate the all elements of the programme, ensuring data is up to date and accurate.



- Produce statistical data as may be required by management or funding bodies.
- To work closely with the Head of Community and community manager to develop new areas of delivery.
- Work with individuals, communities, community organisations and schools in a planned way to promote the aims and objectives of the programme.
- Attend meetings to exchange ideas and information and share good practice.
- Make a positive contribution to the formulation and implementation of programmes.
- Prepare and maintain materials for sessions.
- To act as cover for all programmes at designated times, when required.
- To perform other duties as reasonably assigned or under the authority of the senior management team.
- To set up community based health activities for adults, children and young people in Rotherham and empower vulnerable adults and young people to manage their health.
- To attend health related networks, meetings and health events supporting partnership and sharing good practice
- Attend training courses relevant to the role and maintain personal CPD
- Carry out administration such as; registers, reports, retention and achievement data.
- To work closely with colleagues throughout RUCST to extend knowledge and skills in order to identify best practice
- To lead the health staff and programme of activities for assigned projects ensuring quality assurance, health and safety and safeguarding needs are met and adhered to.

Person Specification

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentiality
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

Qualifications

- Full driving licence and the use of a vehicle
- FA Level 1 and 2 coaching badges, or working towards achievement
- Basic First Aid training/qualification would be preferred
- Safeguarding certificate
- Level 2 Gym instructor
- PTTLs or level 3 award in Education and Training
- A degree in a Health/Nutrition related subject
- Level 3 OTAGO Exercise Leader
- Level 3 Exercise Referral

Knowledge

- Knowledge of the PE National Curriculum
- Knowledge of diverse communities and the ability to work with people from all backgrounds
- Knowledge of Health and Nutrition
- Awareness and Knowledge of Health and Safety protocols



Experience

- Delivering health awareness programs
- Delivering physical fitness sessions
- Completing schemes of works and lesson plans
- Developing innovative training sessions to inspire and engage
- Teaching groups on a one to one basis
- Experience of working with new people
- 2 years track record of working within the health and wellbeing sector
- Experience working with and engaging diverse communities
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Other Comments – the job holder:

- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies.
- Has a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- This position is subject to the Criminal Records Bureau (CRB) enhanced disclosure
- Due to the requirements of our insurance in relation to driving the bus, applicants for this position must be 25 years of age or above.