



**JOB
APPLICATION FORM**

HEALTH & WELLBEING MANAGER

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

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 perform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

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

JOB VACANCY

HEALTH & WELLBEING MANAGER

Job Title:	Health & wellbeing Manager
Reports to:	Head of Community
Department:	Health & wellbeing
Salary:	£28000-£32000
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:	<p>Increase and widen participation in health and physical activity initiatives that improves emotional and physical well-being and quality of life, achieving healthier outcomes for the Doncaster community.</p> <p>Be responsible for the project management, delivery, evaluation and development of robust and high-quality health and well-being provision in Rotherham.</p> <p>Create strong partnerships with key agencies to ensure our provision aligns with key local, regional and national initiatives/</p>
Contract Details:	<p>37.5 hrs, 12-month maternity cover with view to extending beyond the initial period</p> <p>Auto-enrolment into the Club's pension scheme (depending on eligibility)</p> <p>28 days annual leave including national bank holidays</p>

Rotherham United Community Sports 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 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.

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 Sports Trust.

RUCST is committed to safeguarding and promoting 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. RUCST 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 set up community based health and physical activities for adults, children and young people in Rotherham and empower vulnerable adults and young people to manage their health.
- To liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in the health projects.
- To lead on the RUCST Mental Health Recovery work
- To attend health related networks, meetings and health events, supporting partnership and sharing good practice.
- To deliver a wide range of activities in different settings such as after school clubs, twilight sessions, weekend sessions that increase physical activity.
- To deliver healthy living workshops and health information awareness sessions to people so they are well informed to make their own health choices.
- To embed key health and wellbeing messages into existing activities delivered by RUCST
- To use RUCST as a tool to support young people to understand matters affecting their physical and emotional health and well-being i.e. alcohol and drugs misuse.
- Support national and local campaigns that promote health and well-being i.e. Non Smoking day, Cancer Awareness, Mental Health Awareness, Heart Health etc
- To work alongside the club to promote health in a positive way to the wider community.
- Expand the current portfolio of health and wellbeing programmes currently available
- To liaise with RUFC in order to utilise club resources such as player appearances and marketing
- To create signposting links to other health and social care provisions for people e.g. counselling services
- Ensure quality of delivery across all projects
- Support the Community Manager with funding applications to bring new projects to the Trust which compliment or expand our range of activities
- Support all administrative and monitoring processes relating to the assigned projects, ensure all data is recorded accurately on the Views Database Management System (or project specific monitoring database)
- Work creatively and within budget to ensure all targets are met in line with the project outcomes
- To lead the staff and programme of activities for assigned projects, ensuring all health and safety / safeguarding needs are met and adhered to
- To support all aspects of project work as identified by the Community Manager and CEO
- Report regularly to the CEO with progress on project delivery
- Attend internal department meetings, parent meetings and marketing events and feed back to colleagues where required.
- Attend training courses relevant to the role and maintain personal CPD.
- Carry out administration relevant to the role including registers, reports and retention and achievement data.
- Perform to a professional standard.
- To work closely with partnership organisations, including funding agencies, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice

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

MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with key partners and stakeholders

EXPERIENCE

- Managing a group of people
- Knowledge and understanding of the health sector
- Experience of project management of health & wellbeing projects
- Delivery of health related projects
- Writing development plans and strategies for health and well being
- Ability to write project evaluation reports
- Ability to work to a budget
- Experience of monitoring & evaluation of projects
- Completing schemes of works and lesson plans
- Developing innovative training sessions to inspire and engage
- 2 years track record of working within the football, sport or health industry

QUALIFICATIONS

- Full driving licence and/or the use of a vehicle
- Level 3 in Health & Wellbeing related subject(s)
- FA or equivalent sports Level 1 or 2 coaching badges
- PTTLs or level 3 award in Education and Training or PGCE
- Basic First Aid training/qualification
- Safeguarding certificate

GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims and objectives at all times.
- 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 RUCST 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 such as matchdays & evening/weekend coaching.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a personal tutor to students; supporting them to achieve their goals and potential.
- Contribute to the excellence of teaching and learning in the BTEC sport groups.

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PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
1	Appropriate experience or degree in health & Wellbeing sector	✓	
2a	Minibus driving licence		✓
2b	Full driving licence and the use of a vehicle	✓	
3	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
4	Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience			
5	Knowledge, understanding and experience of a range of Health & Wellbeing Activities	✓	
6	Writing large funding bids aligned with strategy		
7	Experience in project management for Health & Wellbeing projects including working to budgets	✓	
8	Up to date knowledge of the national Health & Wellbeing strategies	✓	
9	Ability to write project evaluation reports	✓	
10	Working collaboratively with partners		
11	Delivery of health related projects & Experience of delivering workshops to people of all abilities and experience	✓	
12	Knowledge of how to give positive and targeted support to participants who require special educational needs	✓	
13	Writing development plans and strategies for health and well being	✓	
14	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
15	Excellent overall level of numeracy and literacy	✓	
16	Experience of Premier League, Football League or Sport England funded projects		✓
17	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
Attitude/Behaviours			
18	A “can do” attitude	✓	
19	Presents solutions rather than problems	✓	
20	Ability to establish good and productive working relationships, and work well in a team	✓	
21	Innovative and flexible approach to supporting individual students		
Personal Qualities			
22	A dynamic, hardworking and enthusiastic individual	✓	
23	Be able to enthuse learning within a wide range of ages and abilities	✓	
24	Excellent interpersonal and communication skills	✓	
25	Proactive attitude within the role	✓	
26	Excellent written and analytical skills	✓	
27	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
28	Highly organised and able to manage multiple tasks	✓	
29	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
30	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
31	Flexibility and willingness to learn	✓	
32	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
33	Ability to work unsupervised	✓	
34	Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust

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