

# job application pack

**stronger · healthier · more active communities**

# VISION

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Our vision is clear and ambitious:  
Stronger, Healthier, More Active  
Communities

# MISSION

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To work with Fleetwood Town Football Club  
and our key partners to inspire, empower,  
and help individuals and communities to  
improve their physical health and  
mental wellbeing

# VALUES

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Trust- We will always be open , honest, transparent and reliable.

Commitment- We are steadfast in our dedication to our community,  
partners, and participants.

Inclusivity- We will always strive to provide a platform of  
opportunity for all.

Teamwork- We will always support each other, and foster lasting  
two-way relationships.

Inspiration- We will provide leadership, hope and opportunity  
through innovation.

# Job Vacancy

## Health & Wellbeing Co-ordinator

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**Job Title:** Health & Wellbeing Co-ordinator

**Location:** Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX.

**Salary:** £22,000 - £24,999 salary per annum

**Hours of Work:** Full Time (37 hours) – 18 Months Fixed Term Contract  
(Extension determined by securing future funding)

**Reports to:** Health & Wellbeing Manager

**Contract Status:** 35 Hours Per Week (9-month fixed term)

**Overview of Company:** Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

### **Purpose of Position:**

Due to the growth of the organisation, Fleetwood Town Community Trust are recruiting a Health & Wellbeing Coordinator to lead on a variety of new and exciting initiatives, increasing targeted and open access provision across the borough.

We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team. We are committed to continuously working towards our organisational strategy, as we strive to creating stronger, healthier, and more active communities.



## **Core Duties & Responsibilities:**

- To lead on our Be Active Stay Healthy (BASH) programme.
- To lead on several identified health and wellbeing projects, supporting residents in improving lifestyle choices and positively impacting physical and mental health.
- To engage with key stakeholders such as the Primary Care Networks, National Lottery and Wyre Borough Council to identify audiences within the district.
- To deliver a range of exercise classes to captive groups in targeted locations based on need and demand.
- To support the Fleetwood Town FC matchday experiences, ensuring a healthy and inclusive environment with opportunity to socialise with other supporters.
- To effectively promote and market the range of projects available alongside the Trust's Media and Marketing Officer.
- To follow GDPR policy and keep accurate records securely and produce output related evidence required for the funder related to the agreed Key Performance Indicators (KPIs).
- To complete Trust induction and mandatory courses including (but not limited to) safeguarding, first aid, equality and diversity.
- To follow all internal policies and procedures, ensuring the health & safety and safeguarding are at the full front of every decision.
- To maintain and extend relationships with key national, regional, and local stakeholders, in addition to local community groups.
- To continuously gather insight, monitoring and evaluating impact.
- To demonstrate a willingness to undertake training, education and continued professional development.
- To undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

## Person Specification:

Person Specification				
Qualities		Essential	Desirable	Measure
	Safeguarding and First Aid Qualifications (Must be willing to complete)	✓		Application
	Educated to degree level in a relevant subject		✓	Application
	Level 2 Gym Instructing Qualification		✓	Application
	Level 3 GP Referral Qualification		✓	Application
	Strong interpersonal skills for communicating with a range of people and partners	✓		Application & Interview
	Excellent planning, organisational & time-management skills	✓		Application & Interview
	Ability to work under own initiative, meet timescales and achieve set Key Performance Indicator's (KPI's).	✓		Application & Interview
	Competent IT skills (including Microsoft Office) and experience of using CRM's	✓		Application & Interview
	Experience of recruiting and maintaining participation into community-based initiatives		✓	Application & Interview
	Ability to budget a range of programmes		✓	Application
Knowledge and Experience	A minimum of two years' experience working/volunteering within a health and wellbeing environment.	✓		Application & Interview
	Experience of engaging with a range of people from diverse communities.	✓		Application & Interview
	Understanding of evaluating outcomes and the overall project impact.		✓	Application & Interview
	Experience of working within a football club or community setting.		✓	Application & Interview
	Understanding of safeguarding, health and safety and equality principles, policies, and procedures.		✓	Interview
	Experience of data collection for monitoring and evaluation purposes.		✓	Application & Interview
Other	Full UK Driving Licence & access to a suitable vehicle for work	✓		Application & Interview
	Positive attitude to work & dedication to making a difference	✓		Interview

## **Safeguarding Statement:**

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

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

## **Equality Statement:**

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.



## **Employee Benefits:**

- Staff Wellbeing support available with a RAIS qualified counsellor
- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 20 days annual leave plus bank holidays (including staff loyalty scheme to generate additional days.)
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Quarterly Continuous Professional Development Review
- Annual staff awards evening



## **General Responsibilities:**

### **Health and Safety**

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

### **Customer Service**

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

### **Self-Development**

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

### **Teamwork**

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

### **Employee Relations**

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole





## **General Responsibilities (continued):**

### **Equal Opportunities and Harassment**

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

**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 reasonably requested.**

**This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.**



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## STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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Poolfoot Farm Sports & Leisure Complex  
Butts Road, Thornton-Cleveleys  
Lancashire  
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**community  
trust**