



job application pack

CREATING STRONGER, HEALTHIER
AND MORE ACTIVE COMMUNITIES

VISION

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

MISSION

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

- 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 Manager

Job Title: Health & Wellbeing Manager

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

Salary: £26,000-£29,245 salary per annum

Hours of Work: Weekdays, with the potential to work evenings and weekends. (Hours determined by the needs of the service)

Reports to: Chief Executive Officer

Contract Status: Full Time (37 hours) – 12 Month Fixed Term Contract (Pending future funding)

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 Manager to lead the community Health strand of work joining the middle management structure of the charity.

The successful candidate will be the strategic lead on a variety of wellbeing initiatives, whilst directly line managing nominal full time employees.

We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.



Core Duties & Responsibilities:

- To lead and inspire a small team in line with the charities strategy.
- To oversee the project management of four core community based health provisions in Wyre, largely targeting adults physical and mental wellbeing.
- To support the CEO in health related grant applications aligned with the Trust's strategy.
- To competently complete reporting procedures to external funders on outcomes and programme focussed key performance indicators (KPI's).
- To seek opportunities to grow the programmes into new and diverse regions.
- To monitor and evaluate project budget's in line with forecasted cash flow.
- To disseminate promotional materials that will enable the effective advertising of all community related activities, including all media platforms.
- To maintain and extend relationships with key stakeholders and local community groups.
- To continuously gather insight towards the future delivery of projects with targeted demographics.
- To market community programmes and initiatives via all forms of media platforms.
- Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust programmes.
- Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff etc.
- May include general office administration duties including photocopying, sending and responding to emails.
- Willingness to undertake training, education and continued professional development.
- Undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

Person Specification:

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Degree in relevant subject (e.g. Sport, Health, Sports psychology, or related field).	Desirable	Application
NGB Coach/Instructing Level 2 (or above)	Desirable	Application
Level 3 GP Exercise referral Qualification	Desirable	Application
Leadership & Management Qualification	Desirable	Application
Up-to-date Safeguarding and First Aid Qualifications	Essential	Application
Strong interpersonal skills for communicating with a range of people and partners	Essential	Application & Interview
Excellent planning, organisational & time-management skills	Essential	Application & Interview
Competent IT skills (including Microsoft Office) and experience of using CRM's	Essential	Application & Interview
Ability to work under own initiative and meet timescales	Essential	Application & Interview
Experience of sourcing and writing funding grant applications	Desirable	Application & Interview
Ability to budget a range of programmes and manage respective cash flow	Desirable	Application
Relevant knowledge of Health inequalities in the district of Wyre	Essential	Application & Interview
Strong understanding of statutory health systems and agencies and an awareness of social prescribing across Primary Care Networks	Essential	Application & Interview
Experience of working within a community focussed setting	Essential	Application & Interview

Person Specification (continued):

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Understanding of the importance of providing a high-quality experience for young people	Essential	Application & Interview
Adequate and relevant experience of organising and leading Health related projects and activity	Essential	Application & Interview
Competent at developing quality assurance frameworks to measure and evaluate project delivery	Essential	Application & Interview
Knowledge of the local demographic and the relevant social issues	Essential	Application & Interview
Understanding of safeguarding, health and safety and equality principles, policies and procedures	Essential	Interview
Experience of data collection for monitoring and evaluation purposes.	Essential	Application & Interview

Other:

Skill, experience, or quality	Essential or desirable	How tested
Full UK Driving Licence & access to a suitable vehicle for work	Essential	Application & Interview
Positive attitude to work & dedication to making a difference	Essential	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:

- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 28 days annual leave (Plus a staff loyalty program offering additional days off and ensuring Christmas leave as a gesture of appreciation for their contributions.)
- 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
- Bi-Annual One to One Professional Development Review
- Annual staff awards evening
- Bespoke CPD



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.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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