



SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	6 <sup>th</sup> May 2024
DATE OF REVIEW	N/A

**Organisation:** Club Doncaster Foundation

**Position:** Health & Wellbeing Apprentice

**Responsible to:** Health & Wellbeing Manager and Head of Community Programmes

**Responsible for:** Health & Wellbeing Programmes

**Starting Salary:** National Apprenticeship Rate of Pay

**Contracted hours:** 37 hours per week

**Type of contract:** Fixed term 15 Months

**Location:** Eco Power Stadium, Stadium Way, Doncaster, DN4 5JW

**Closing Date:** Monday 20<sup>th</sup> May @ 5pm

**Interviews:** Any candidates that meet the shortlisting criteria will be offered an interview on an ongoing basis. We encourage all candidates to apply early on this basis.

**Start Date:** TBC

**General purpose of the post:**

This post will take an active role in supporting the delivery of our health and wellbeing provision including Foundation Fitness. The role offers a great opportunity to support the delivery of a range of provision, improving lives across the Borough, inclusive of; Fit Rovers support, digital home-based delivery, reducing social isolation, football welcomes, disability support, community gym provision, pre & post-natal and other health & wellbeing projects.

**How to apply:**

Please send a CV and covering letter detailing your suitability for the role to [lauren.cuttell@clubdoncasterfoundation.co.uk](mailto:lauren.cuttell@clubdoncasterfoundation.co.uk)

If you have any questions about the role, please contact Lauren Cuttell on [lauren.cuttell@clubdoncasterfoundation.co.uk](mailto:lauren.cuttell@clubdoncasterfoundation.co.uk)

**Important information**

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.



<b>Department:</b>	Health & Wellbeing
<b>Job Title:</b>	Health & Wellbeing Apprentice
<b>Salary:</b>	National Apprenticeship rate of pay
<b>Contract type:</b>	Fixed term 15 months
<b>Hours:</b>	37 hours per week The candidate will be required to have a flexible approach to working hours, including early mornings, evening and weekend delivery, as necessary.
<b>Responsible to:</b>	Duty Health & Wellbeing Manager and Community Development Manager
<b>Location:</b>	Eco Power Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Office hours are Monday to Sunday 6:30am – 9.30pm. With this post there will be weekend and evening work as part of the health and wellbeing programmes over a 3 week Shift rota.

**Purpose of the post:**

This post will take an active role in supporting the delivery of our health and wellbeing provision. The role offers a great opportunity to support the delivery of a range of provision, improving lives across the Borough, inclusive of; Fit Rovers support, digital home-based delivery, reducing social isolation, football welcomes, disability support, community gym provision, pre & post-natal and other health & wellbeing projects.

During the apprenticeship the candidate will be required to study level 3 community sport and health officer qualification.

**Key Duties and Responsibilities:**

- To support the planning and delivery of the health and wellbeing programmes.
- To contribute to the welfare and safeguarding of participants.
- To work with participants to develop behaviour/positive lifestyle changes.
- To provide support to people who may not be engaging with positive activities (such as Fit Rovers), or community gym.
- To support the Health & Wellbeing team in the development of the growth of the department, inclusive of initiatives, future opportunities and project evaluation.
- To support the quality assurance processes in place to ensure we have the highest possible delivery.
- Support all administrative and monitoring processes relating to the assigned projects by ensuring all data is recorded accurately on the relevant data management system (views etc.).
- Carry out administration relevant to the role including registers, reports and retention and achievement data.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Promote the brand identity and increase Club Doncaster fan base through community delivery.
- Act at all times with utmost good faith to the Club(s) and the Company.
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, always acting in a professional manner.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

<b>Personal Skills and Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (List Code Below)</b>
<b>Experience</b>			
An interest in pursuing a career in Sports coaching or Health and wellbeing	X		AF/I
Sports Leaders Course or an NGB coaching qualification (NGB Level 1)		X	AF/I
Excellent written and verbal communication skills		X	AF/I
Ability to plan own workload and prioritise	X		
Ability to self-motivate and work independently	X		

<b>Special Skills and Knowledge</b>			
4 ( A – G Grade) GCSE - Equivalent to grade 6 – 1 on the new tariff	X		AF/I
Equivalent to a level 1 in English and Maths *Equivalent to grade C – GCSE or 4 on the new tariff	X		AF/I
Be familiar with Microsoft office programmes	X		AF/I
An understanding of and a commitment to equal opportunities and safeguarding issues both in the work place and wider community		X	AF/I
<b>Personal qualities</b>			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF//R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

\* AF = Application Form                    I            Interview  
R            Reference  
CQ            Certificate Qualification

The 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 required. Club Doncaster is an equal opportunities employer.