

SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	08.07.24
DATE OF REVIEW	N/A

Organisation: Club Doncaster Foundation

Position: Health & Wellbeing Co-ordinator

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

Responsible for: Health & Wellbeing Programme

Starting Salary: Co-ordinator banding (starts at £23,500) plus benefits, following completion of probation.

Contracted hours: 37.5 hours per week

Type of contract: Full time, permanent (subject to funding)

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

Closing Date: Monday 22nd July at 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 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 homebased delivery, reducing social isolation, football welcomes, disability support, community gym provision, cycling, 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 recruitment@clubdoncasterfoundation.co.uk

If you have any questions about the role, please contact Lauren Cuttell on 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.

Department:	Community
Job Title:	Health & Wellbeing Co-ordinator
Salary:	Co-ordinator band (starts at £23,500 PA)
Contract type:	Full time, permanent
Hours:	37 ½ 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
Responsible to:	Health & Wellbeing Manager and Head of Community Programmes
Location:	Eco-Power Stadium, Stadium Way, DN4 5JW
Regular working hours:	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 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 homebased delivery, reducing social isolation, football welcomes, disability support, community gym provision, cycling, pre & post-natal and other health & wellbeing projects.

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 liaise with participants, partners, parents/guardians to support the delivery of the programme.
- To support the quality assurance processes in place to ensure we have the highest possible delivery.
- To build relationships with key local partners to embed pathways across Doncaster.
- 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.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through community delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bang and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, 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.
- 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, acting in a professional manner at all times.
- 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.

Club Doncaster Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high-quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

The above-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.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster 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 may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB 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.

Personal Skills/Characteristics

	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
Experience of delivering activities in a health environment (for instance, fitness classes).	X		AF/I
Experience working in schools or health settings and delivering schemes of work		X	AF/I
Minimum of 1 years' experience of working with or supporting people of all abilities and experiences.	X		AF/I
Experience of publicity/promotion of initiatives and events.		X	AF/I
Excellent written and verbal communication skills	X		AF/I
Ability to plan own workload and prioritise	X		AF/I
Ability to self-motivate and work independently	X		AF/I

Qualifications and training			
Evidence of formal education detailing a good level of general education. Relevant health work qualification and or training	X		AF/I
British Cycle Leader training (or equivalent)		X	AF/I
Hold a current and accredited Level 2 sports coaching qualification (or equivalent)		X	AF/I
Hold a current and accredited Level 2 Gym Instructor qualification (or equivalent)		X	AF/I
Level 3 Pre & Postnatal		X	AF/I
Up to date Safeguarding training		X	AF/I
Up to date First Aid		X	AF/I
Special skills and knowledge			
A strong understanding of health programmes and the issues faced by people deemed inactive	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X		AF/I
Knowledge of existing health and participation networks within Doncaster		X	AF/I
Personal qualities			
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
Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
Physical Requirements			
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/I/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.