



JOB DESCRIPTION

JOB INFORMATION

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| Job Title: | Health & Wellbeing Officer |
| Department: | Sheffield Wednesday FC Community Programme (SWFCCP) |
| Site: | Various |
| Working Hours: | 37 hours over seven days |

POSITION IN THE ORGANISATION

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| Reports to: | Health & Inclusion Manager |
| Responsible for: | Project Staff & Volunteers |

OVERALL PURPOSE OF JOB

To deliver and manage the SWFCCP 'Health Initiatives' projects, which includes programmes focused on weight management, lifestyles, healthy minds, sporting memories, a range of health-based community activities and the development of peer educators. All health initiatives are for adults and young people and/or families.

The post holder will be required to establish a delivery schedule within the local community and physical activity settings across all areas of the Health Initiatives project, also managing the associated workforce, controlling the project budget, booking venues, arranging sessions, liaising with partners, ensuring the quality of all programmes and ensuring that the project outcomes are met.

The Health & Wellbeing Officer will work collaboratively with the Health & Inclusion Manager to explore and secure additional funding for further health-related projects within the SWFCCP. The Health & Wellbeing Officer will also be expected to contribute to the further development of the collective work of SWFCCP, ensuring a high quality and professional approach at all times.



GENERAL DESCRIPTION – TASK RELATED

The Health & Wellbeing Officer will develop and help deliver a range of health-related educational programmes, including in relation to weight management, healthy lifestyles, and mental health, ensuring an inclusive offer for adults, young people and families. The Health & Wellbeing Officer will play a crucial role in influencing participants to make informed choices regarding positive health and wellbeing.

Plan, deliver and manage health and wellbeing initiatives on behalf of SWFCCP

Develop and maintain relationships with partners and relevant stakeholders to enhance the reputation of SWFCCP

Secure funding and increase income streams to support ongoing programme delivery and sustainability

Manage and deliver all health initiatives within the allocated budget

Adhere to and implement all aspects of SWFCCP Safeguarding Policy when working with children and/or vulnerable adults

Ensure that registration and consent of all participants is carried out to ensure safe practice takes place

To work as part of a multi-discipline management team to ensure that all strands at SWFCCP are collectively working towards the achievement of an over-arching strategic plan set by the Head of Community

The Health & Wellbeing Officer will have responsibility for the following areas of administration:

Maintaining, high standards in communication and customer service

Liaise with Omni (marketing company and website provider) for the effective marketing of SWFCCP commercial delivery

Devise and implement a database, adhering to GDPR, which will market the SWFCCP for existing and new participants



QUALIFICATIONS:

- 👤 A degree or equivalent in a health-related subject, or other relevant subject area – **E**
- 👤 Minimum 4 GCSE including Maths and English grade A* - C – **E**
- 👤 Safeguarding Children and vulnerable adults' certificate – **E**
- 👤 Valid First Aid Certificate – **E**
- 👤 Full clean driving licence with access to a car – **E**
- 👤 Other NGB sports qualifications - **D**

SKILLS & EXPERIENCE:

- 👤 Excellent and adaptable communication and presentation skills
 - 👤 Experience of delivering to large audiences
 - 👤 Knowledge of the Health Sector
 - 👤 Ability to engage well with young people and adults of differing backgrounds and support their development through a range of engaging activities
 - 👤 Excellent time management, problem-solving and administrative skills. (Microsoft Office and Google packages)
 - 👤 Experience of promoting health or physical activity programmes
 - 👤 Experience of managing or supervising staff or volunteers
 - 👤 Experience of delivering behaviour change interventions for adults and young people
 - 👤 Sound knowledge of healthy eating, physical activity and healthy lifestyles
- Demonstrate the ability to acquire funds (restricted or unrestricted)

REVIEWED BY:

APPROVED BY:

DATE: