



JOB DESCRIPTION			
Job title:	Health and Wellbeing Programme Coordinator	Contractual Status:	Fixed Term until 30th September 2022 with the potential to extend in line with funding
Hours of work:	Full Time: 35 hours per week, Monday to Friday, 9am until 5pm.	Salary range:	Competitive; dependent on experience
Location:	Turf Moor (Burnley), Leisure Box (Brierfield) and other locations as necessary	Reporting to:	Head of Community Welfare and Inclusion

Job Summary:

Developing and delivering projects associated with healthy lifestyles, mental/emotional health and wellbeing in Burnley, Pendle, and the surrounding areas.

Roles and Responsibilities:

- Develop and deliver on a range of programmes and projects in line with the Community Welfare and Inclusion department strategic plan which includes all existing and new targeted Health and Wellbeing projects.
- To be responsible for working within the Health and Wellbeing budget as implemented by the CEO and Head of Community Welfare and Inclusion.
- Deliver relevant reports to the Head of Community Welfare and Inclusion and meet project objectives.
- Deliver on an extensive programme of activities that involves individuals of all ages and fitness levels improving community fitness and wellbeing in venues such as the Leisure Box.
- Be at the forefront of seeking new opportunities to ensure BFCitC engages in new initiatives in the community.
- Have an understanding and keep abreast of inequalities and health needs that exist in the community.
- Work with and build positive working relationships with other relevant agencies both statutory and voluntary, to ensure a coordinated approach to the delivery of services.
- Work with partners in developing initiatives and projects which meet KPIs and promotes Health and Wellbeing.
- Work with the marketing team to ensure that your projects receive appropriate coverage linked to impact.
- Keep accurate files and records and report impact to the Premier League Charitable Fund and other key funders.
- To be accountable for achieving agreed outcomes, impact, and personal targets.
- Manage a small team of staff and volunteers.
- To attend networking events, workshops, conferences, and training sessions as appropriate.
- To understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- To be able to work flexible hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Charity policies.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Collaborate with other team members to support in other areas of the organisation as and when required to promote best practice.
- Hold a commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development.
- Always demonstrate the Charity's values.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Full clean driving licence with access to own transport. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Understanding of Burnley, Pendle, and the surrounding geographical areas. • Understanding of local population need and the inequalities that exist. • Strong understanding of up to date and currently health and wellbeing government issues. • Experience of working and delivering in a sport/community setting engaging with the community on health and wellbeing related issues. • Proven track record of working with adults or children and young people educating them in health and wellbeing. • Effective communicator with the ability to build and sustain positive relationships with local stakeholders. • Ability to monitor, evaluate and assess project performance. • Ability to work independently and collaboratively as a member of a team. • Good IT skills. • Time management skills to be able to plan and regulate workload. 	<ul style="list-style-type: none"> • Understanding of new and existing health initiatives at a National and Regional level. • Experience of project development. • Bid writing experience. • Knowledge of Health and Safety. • Experience of producing a variety of reports. • Ability to manage, lead and motivate a team of FT/PT/Voluntary staff. • Experience of using IT monitoring systems e.g., VIEWs. • Knowledge and understanding of safeguarding children and vulnerable adults.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A passion for community and making a difference. • A passion for health and mental wellbeing. • Highly motivated and conscientious with a determination to succeed. • A commitment to the aims, vision, and values of Burnley FC in the Community. • Good judgement and knowing when to seek advice or support. • Enthusiasm, energy, and resilience. • Flexible, helpful, and responsive. • Displays no judgment when working with others. 	<ul style="list-style-type: none"> • A positive attitude towards professional development and their own learning. • Excellent networking skills.