**Swindon Town Community Foundation**

**Health and Sports Development Officer**

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| Job Title:  Health and Sports Development Officer | Salary:  Dependant on Experience |
| Reports to:  Head of Foundation | Hours:  40 |
| Role Purpose:  We are looking for a Health and Sports Development Officer who is passionate about developing thriving and successful health & wellbeing and inclusion programmes. The role of the Health and Sports Development Officer is to coordinate the delivery and evaluation of all Health & Inclusion initiatives on behalf of Swindon Town FC Community Foundation. The successful candidate will oversee the ‘Football Fans in Training’ programmes for both male and female participants. The candidate will also lead on developing our offer to retirement age participants, as well as supporting the Foundation’s core activities. The candidate must understand the importance of monitoring and evaluating projects and have a passion for community engagement through the vehicle of a professional Football Club. | |
| Roles & Responsibilities:  The Health and Sports Development Officer will work alongside the Assistant Head of Foundation to   * Support the delivery of a long term agreed Health and Inclusion strategy. * Produce, deliver and monitor annual operational plans to meet the objectives of the Foundations long term strategy. * Sustain existing and create new relationships with external funders and key stakeholders including Public Health and National Health Service. * Establish and maintain effective internal and external communication systems to manage and promote specific activities within Swindon Town FC Community Foundation. * Ensure Swindon Town FC Community Foundation are being represented within local, regional and national networking, partnership and strategic events within the Health and Inclusion sector. * Support the delivery of Swindon Town FC Community Foundation core activities. | |
| The Health and Sports Development Officer will be responsible for:   * Overseeing and quality assuring the operational activity of the Health and Inclusion sessions. * Managing the risk of the individual Health and Inclusion sessions to ensure sustainability of programmes. * The relationship between our partners such as SBC and Public Health Swindon * Monitoring all outcomes within the projects focusing on measuring impact of projects meeting clear deadlines set by funding partners and Head of Foundation * Ensure the values of Swindon Town FC Community Foundation are adhered to throughout the department. * At all times adhere to and ensure all delivery staff adhere to STFC policies and procedures including health and safety, child protection and safeguarding along with all policies set by the organisation | |

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| General:  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 responsibly requested Equality Code of Practice - Swindon Town Community Foundation are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone’s freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our STFC Foundation employees Company Handbook. Safeguarding Statement – Swindon Town FC Community Foundation are committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment. |

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| Person specification | | |
| **Education / Qualifications** | **Essential** | **Desirable** |
| FA level 2 Qualification | \* |  |
| National Governing Body Level 2 Coaching Qualification (minimum) |  | \* |
| Level 2 Fitness Instructor or equivalent |  | \* |
| Current Safeguarding Certificate | \* |  |
| Current First Aid Certificate | \* |  |
| Educated to degree level |  | \* |
| Level 3 Personal Trainers Qualification or equivalent |  | \* |
| Additional NGB accredited coaching qualifications |  | \* |
| Hold a valid full, clean UK driving licence. | \* |  |
| **Knowledge and experience** | **Essential** | **Desirable** |
| At least 3 years working within a similar role | \* |  |
| Minimum of 2 years project delivery and staff delivery | \* |  |
| Developing plans and strategies relating to your work within your organisation | \* |  |
| Monitoring and evaluating projects and initiatives | \* |  |
| Budgetary Management and Financial controls | \* |  |
| **Skills and Competencies** | **Essential** | **Desirable** |
| Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook | \* |  |
| Ability to engage with people from all backgrounds and strong networking skills | \* |  |
| Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community | \* |  |
| Ability to develop and implement high quality, varied and creative projects and activities | \* |  |
| Ability to inspire, engage and educate people from all backgrounds through sport | \* |  |
| The ability to work under own in active and be proactive in driving the organisation forward | \* |  |
| Recognised health qualification |  | \* |
| **Equality & Inclusivity** | **Essential** | **Desirable** |
| Ability to work in a non-discriminatory manner, in accordance with Swindon Town FC Community Foundation’s Equality Policy | \* |  |

To apply for this role, please email in a CV and covering letter to:

Shane Hewlett, [shane@stfcfoundation.com](mailto:shane@stfcfoundation.com) - Assistant Head of Community Foundation

The deadline for application is 5pm on Friday 18th October 2019.