



Job Title: Health and Wellbeing Coordinator

Reports to: Head of Community Projects

Contract Term: (Full time, 37.5 hours) Permanent contract. You will be required to work outside of normal office hours, including evenings and weekends.

Location: Pompey in the Community, Anson Road, PO4 8TB

Salary: £19 - £24K depending upon qualifications and experience

Start date: ASAP

Job Purpose

To co-ordinate the delivery of the 'Health and Wellbeing' theme for the charity.

This will include delivery and evaluation of projects and activities under our 'Health and Wellbeing' theme on behalf of Pompey in the Community.

The Health and Wellbeing Coordinator will actively work to deliver shared objectives around increasing physical and well-being levels amongst the most inactive residents of Portsmouth and the surrounding areas, focusing on adults.

Key Responsibilities

Main responsibilities of the role include:

- Coordinate and deliver the Fit Fans project. Fit Fans helps adults to achieve long-term improvements in weight loss, physical activity, diet and general wellbeing.
- Coordinate and evaluate the impact measures associated with the delivery of all programmes and ensure robust systems are in place to record physical activity and wellbeing levels.
- Work in collaboration with stakeholders to achieve project KPI's.

Strategic:

- Ensure all delivery of 'health and wellbeing' programmes complement PiTC's community projects delivery and outcomes.
- Maintain partnerships with key organisations in Portsmouth to assist with gaining insight and responding to need

- Represent 'Pompey in the Community' at local, regional and national strategic meetings

Safeguarding and Risk Management:

- Ensure PiTC's Safeguarding policy is implemented across all Health and Wellbeing-based activity
- Ensure all new areas of work are shared with the Designated Safeguarding Lead and any partner agreements reflect the relevant safeguarding procedures

Funding:

- Support the work with key stakeholders to identify funding for new areas of 'Health and Wellbeing' work, to sustain and further develop the Health and Well-being programmes.
- Ensure all funded projects meet the targets and reporting requirements outlined by funders
- Support on funding applications or commissioned work for new and existing 'Health and Wellbeing' programmes

Finance:

- Monitor finances (including income & expenditure) for all 'Health and Wellbeing' programmes and projects
- Maintain financial records in line with funder, commissioner and internal requirements

General:

- Proactively attend any training to develop relevant knowledge and skills.
- Complete all internal and external monitoring reports with strict adherence to deadlines.
- Monitor and evaluate the progress and impact of all 'Health and Wellbeing' programmes.
- Implement quality assurance to ensure all activities are delivered to the highest standards.
- Ensure that the 'Health and Wellbeing' department becomes self-sustaining in the medium to long-term.

General Responsibilities

- Compliance with PiTC's policies
- Compliance with GDPR, safeguarding and health and safety guidelines.
- To undertake such other duties as may be reasonably expected.

Person Specification

Education/Qualifications

Hold relevant professional qualifications in health and physical activity delivery or equivalent experience

Knowledge and Experience

Essential

- Thorough understanding of safeguarding

- Experience of engaging with adults in a community setting
- Experience of delivering and coordinating physical activity interventions to engage inactive adults using sport.
- Experience of delivering and coordinating wellbeing interventions to engage adults using sport.
- Experience of engaging underrepresented groups including female, BAME, and disabled participants

Desirable

- Knowledge of using football / brand of “PitC” as a tool to engage
- Experience of securing and managing external funding
- Coordination experience within a Community setting
- Experience of developing relationships with a wide range of internal and external partners at all levels.

Skills and abilities

- Ability to work on own initiative and lead a team
- Excellent communicator and ability to build relationships with participants and partners quickly.
- Excellent organisational and planning skills
- Committed, self-motivated and driven.
- Strong commitment to high quality delivery and partnership development
- Ability to form strong and appropriate relationships, demonstrating excellent interpersonal skills.

Equality & Diversity

- Must be able to recognise discrimination in its many forms and adhere to the PitC Equality policies.
- Able to work within a diverse community and draw on individual strengths to promote equality & diversity.

Other

Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS check

Essential : Driving license & access to a vehicle

Applications close at 17:00 on Tuesday 5th July 2022

Reference ID: Health and Wellbeing Coordinator

Contract length: Permanent

Application deadline: 05/07/2022

Job Type: Full time

Salary: £19,000.00-£24,000.00 per year

How to apply:

How to apply: Please email a CV and cover letter titled 'Application for Health and Wellbeing Coordinator, addressed to Clare Martin: clare.martin@pompeyitc.org.uk. Please note that the job will be subject to satisfactory references and enhanced DBS checks. Please also note that you will be required to work outside of normal office hours, at weekends, and bank holidays. This is a full-time job vacancy.