



## Job Description

<b>Job Title:</b>	Health and Wellbeing Coordinator
<b>Reports to:</b>	Head of Community Projects
<b>Contract Term:</b>	(Full time, 37.5 hours) Twelve months fixed term in the first instance. You will be required to work outside of normal office hours, including evenings and weekends.
<b>Location:</b>	Pompey in the Community, Anson Road, PO4 8TB
<b>Salary:</b>	£19 - £21K depending upon qualifications and experience
<b>Start date:</b>	August 2021

### 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. Participants on average lose over 5% of their body weight during the 12 week programme.
- 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.
- Coordinate sessional coaches attached to the project.
- 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 Children and Vulnerable Adults policy is implemented across all Health and Wellbeing-based activity
- Ensure Safer Recruitment is adhered to 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**



<b>Education/Qualifications</b>	
Hold relevant professional qualifications in health and physical activity delivery or equivalent experience	Essential
Thorough understanding of safeguarding	Essential
<b>Knowledge and Experience</b>	
Experience of engaging with adults in a community setting	Essential
Experience of delivering and coordinating physical activity interventions to engage inactive adults using sport.	Essential
Experience of delivering and coordinating wellbeing interventions to engage adults using sport.	Essential
Experience of engaging underrepresented groups including female, BAME, and disabled participants	Essential
Knowledge of using football / brand of "PitC" as a tool to engage	Desirable
Experience of securing and managing external funding	Desirable
Coordination experience within a Community setting	Essential
Experience of managing a staff team	Desirable
Experience of developing relationships with a wide range of internal and external partners at all levels.	Essential
<b>Skills and abilities</b>	
Ability to work on own initiative and lead a team	Essential
Excellent communicator and ability to build relationships with participants and partners quickly.	Essential
Excellent organisational and planning skills	Essential
Committed, self-motivated and driven.	Essential
Strong commitment to high quality delivery and partnership development	Essential
Ability to form strong and appropriate relationships, demonstrating excellent interpersonal skills.	Essential
<b>Equality &amp; Diversity</b>	
Must be able to recognise discrimination in its many forms and adhere to the PitC Equality policies.	Essential



Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	Essential
<b>Other</b>	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS check	Essential
Clean driving license & access to a vehicle	Essential

To apply:

Please send current CV and letter of application, explain why you feel you're the ideal candidate for the role to:

[clare.martin@pompeyitc.org.uk](mailto:clare.martin@pompeyitc.org.uk)

Applications close on Thursday 8<sup>th</sup> July 2021