



Health & Wellbeing Hub Manager

JOB INFORMATION PACK



APPLICATION PACK

An exciting opportunity has arisen to join our team as a Health & Wellbeing Hub Manager. You will be expected to lead on the delivery and co-ordination of Shrewsbury Town Foundation's Health Hub and associated health projects across Shropshire.

JOB DESCRIPTION

Job Title: Health & Wellbeing Hub Manager
Department: Shrewsbury Town FC Foundation
Location: Health & Wellbeing Hub - Shrewsbury
Accountable To: Chief Executive Officer
Criminal Record Check Required: Yes
Level of Check: Enhanced
Financial Responsibility: Budget Holder
Authorisation Level: Full

WHO WE ARE

Shrewsbury Town FC Foundation is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to engage, inspire and strengthen our local community.

Vision

To take Shrewsbury Town into the heart of the local community, helping people realise their potential and achieve their goals.

Purpose

To deliver a service that can be judged as 'first class' by our participants, funders and community partners. A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants

How will we make a difference?

In partnership we will work within Shropshire to:

[Improving health & wellbeing](#) • [Providing better life chances](#) • [Creating stronger communities](#)

Our vision is underpinned in our values:

[Passionate](#) • [Proactive](#) • [Fun](#) • [Inclusive](#) • [Professional](#) • [Caring](#)

Range of work:

[Health & Wellbeing](#) • [Football & Participation](#) • [Education & Employability](#) • [Facilities](#)

ROLE

The Health & Wellbeing Hub Manager will work closely with the Senior Management Team in providing strategic and operational direction for the Health & Wellbeing programme driving a proactive approach to continued growth, development and sustainability of all projects and facilities.

This vital role within the organisation will lead all Health & Wellbeing projects for the Shrewsbury Town Foundation working closely with key partners such as the Shrewsbury Primary Care Network, Sport England & English Football League Trust.

This role will also include the operation of the Foundations Health & Wellbeing Hub Facility, providing a first-class community facility for members of the public, ensuring appropriate maintenance and health & safety measures are in place to maintain a safe working environment.

The post holder will direct the Health & Wellbeing staff team to ensure effective delivery of projects to the highest standards.

HOURS OF WORK

Full Time: 37.5 Hours per week, permanent

Salary: £30,000 - £35,000 per annum

Flexible between the hours of 8.00am – 6.00pm Monday to Friday with core hours between 8.00am – 4.00pm.

Flexibility is essential as some weekends and evening work may be essential.

PRINCIPLE RESPONSIBILITIES

Project Management

To provide direct line management and inspirational leadership for Health & Wellbeing staff leading to an empowered and motivated workforce.

To work with key stakeholders locally and nationally ensuring strong and effective relationships, whilst identifying new partnership opportunities to increase the foundation's work and visibility.

To take a lead role in ensuring that the Health & Wellbeing Hub Facilities run to an exceptional standard offering the highest level of customer satisfaction, ensuring effective maintenance plans are delivered.

To write, develop and implement a workable strategic vision for the Health & Wellbeing programme in line with the overarching strategy of the Shrewsbury Town FC Foundation.

To monitor the development and effectiveness of the Shrewsbury Town FC Foundation's Health & Wellbeing strategic vision, linking staff objectives and supervision to help meet organisation priorities.

To manage, develop & deliver the Foundation's portfolio of Health & Wellbeing projects in collaboration local and national partners, in line with funding guidelines and requirements.

To report on a quarterly basis to the Senior Leadership Team and at any other time as required by the organisation or funding partners

To undertake every opportunity to promote a positive image of the Shrewsbury Town FC Foundation and Shrewsbury Town Football Club

To show our organisation values, to be a positive role model at all times and set standards for other members of staff to follow

Finance

To support the CEO & Head of Finance and Governance with compiling and monitoring annual operational departmental budgets, whilst supporting future financial planning.

Continuously review annual budget forecasts alongside project managers that create and clear and robust monitoring system.

Operations

To build relationships & liaise with a number of partners across a range of schools, sports clubs, community groups, NHS and service providers from the public and private sector, ensuring that suitable progression pathways are available for participants

To line manage the Health & Wellbeing team of staff to ensure a clear performance monitoring system is in place and consistent including setting performance targets and monitoring their achievement.

To ensure that there is adequate staffing cover for all Health & Wellbeing Projects and communicate effectively with the organisation Operations Manager/Senior Leadership Team

To ensure the Health & Wellbeing Hub complies with Statutory Regulations / Legislation /Codes of Practice as well as Risk Assessment Protocol as set out by Shrewsbury Town FC Foundation.

To be responsible for carrying out daily / weekly / monthly checks relating to statutory maintenance and health and safety, ensuring accurate logging records are complete and filed.

Ensure that all staff are aware of their Health & Safety responsibilities and in the delegation of duties as well as ensuring that all necessary steps are taken to meet reasonable health and safety compliance.

To deliver weekly sessions as part of the Health & Wellbeing staff team on key local and national project such as Exercise on Referral and active ageing.

Direct an effective and efficient timetable for the Health & Wellbeing programme ensure the accurate recording of staff absence and annual leave etc.

Attend local health forums/meetings, as and when required by the organisation or funders

When agreed with SLT, work alongside Shrewsbury Town FC operational departments to ensure a joined-up approach across the whole Football Club.

Ensuring a clear delivery and operational CPD programme is developed, monitored and evaluated for all staff and volunteers.

Ensure that all grant funded projects meet the requirements in terms of achieving objectives and targets, in line with applications and development plans.

Ensuring delivery is high quality and value for money across all programmes and measuring this through an ongoing monitoring system.

Ensuring that the Charity's health and safety, equal opportunities, child protection and vulnerable adults safeguarding policies represent best practice and are adhered to in all aspects of the Charity activities.

When required, provide cover and assistance for other staff across all areas that the Trust operates. This cover may extend to attending meetings, conferences, workshops and events if required

Reporting regularly to the Senior Leadership Team & board of trustees on all aspects of Health & Wellbeing within the Foundation.

Insight & Impact

To support project managers to develop ambitious but realistic KPIs and outcomes indicators tailored to individual project aims and objectives, and to track progress against these.

To develop quantitative and qualitative tools to support the measurement of project outcomes and impact, and to gain participant feedback on their engagement with the Shrewsbury Town Foundation Health & Wellbeing projects.

General Responsibilities

Contribute to creating a positive working and learning environment

Any other matters referred by the CEO for specific attention.

PERSONAL SPECIFICATION

Skills/Qualities/Experience	Essential	Desirable
Strong educational background including an undergraduate degree or evidence of appropriate CPD in relevant subjects.	●	
Emergency First Aid Qualification or First Aid at Work Qualification	●	
Mental Health First Aid Qualification		●
Minimum Level 2 Certificate in Fitness Instruction	●	
Cancer Rehabilitation Qualification		●
Exercise Referral Qualification	●	
Safeguarding Adults Qualification or evidence of relevant CPD	●	
Level 5 Operational Management/Team Leader Qualification (or working towards)		●

PERSON ATTRIBUTES

Skills/Qualities/Experience	Essential	Desirable
Friendly, outgoing and approachable personality	●	
Good interpersonal and communication skills	●	
Able to work independently and as part of a team	●	
Flexible and adaptable attitude towards work	●	
Ability to engage, motivate and inspire older people	●	

KNOWLEDGE

Skills/Qualities/Experience	Essential	Desirable
Understanding of the benefits of an active lifestyle	●	
Knowledge of the local area and the relevant networks and services available to older people	●	
Knowledge and understanding of issues affecting older people	●	
Knowledge of the barriers and potential solutions for participation in sport and physical activity for older people	●	
Knowledge of safeguarding principles for vulnerable adults	●	●

SKILLS

Skills/Qualities/Experience	Essential	Desirable
Ability to empower and motivate individuals and community groups	●	
Proven organisational, planning and record keeping skills	●	
Ability to prepare and present simple reports	●	
A working knowledge of relevant information technology		●
Ability to lead physical activity sessions	●	
A working knowledge of relevant information technology	●	

EXPERIENCE

Skills/Qualities/Experience	Essential	Desirable
Experience of line management of employees	●	
Experience of working in a Leisure Centre/Community Leisure Centre environment	●	
Working knowledge and understanding of health and safety legislation, to include undertaking risk assessments	●	
Experience of working in health promotion or public health	●	
Experience of working with and on behalf of older people	●	
Experience of working with relevant older people's local voluntary, private and statutory organisations	●	
Experience influencing other people's behaviour by using motivational techniques	●	
Experience of organising, developing and/or facilitating events or sessions	●	
Experience of dealing with money and/or monitoring budgets	●	

OTHER

Skills/Qualities/Experience	Essential	Desirable
Full clean UK driving licence	●	
Commitment to, and an understanding of, equality policies and practice	●	
To demonstrate own commitment to physical activity and well being	●	
Willingness to work occasional unsociable hours at evening and weekends.	●	
Appointed person will be subject to CRB clearance	●	

OUR CORE VALUES

We are looking for you to show these work-based core values which are integral to our workforce culture.

Professional

We are professional in every aspect of our delivery.

Passionate

We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

Inclusive

We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

Proactive

We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact

Fun

We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

Caring

Our workforce cares a lot about our work and local community.

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the Shrewsbury Town Foundation's policies and procedures in particular Health & Safety, Financial Authorisation and Confidentiality with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The Employee must report any misconduct or suspected misconduct to the Designated Safeguarding Officer.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Shrewsbury Town Foundation.

APPLICATIONS

The Shrewsbury Town Foundation is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

To apply for this role, please upload a CV and a covering letter (no more than two pages), detailing how you meet the requirements of the role to:

jamie.edwards@foundationstfc.co.uk

If you have any queries, or would like to arrange a visit to the Shrewsbury Town Foundation, please contact: **jamie.edwards@foundationstfc.co.uk**

Closing date for applications: Open until filled

Interviews: Open until filled

Please note if you do not receive an invitation for interview, please assume that your application has not been successful on this occasion.