# Watford FC’s Community Sports & Education Trust

#  Job Profile

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| Job Title | Head of Health & Wellbeing | Date Prepared | 02/02/22 |
| Job Holder | Watford FC Community Sport and Education Trust | Review Date | 02/02/23 |
| Reporting to | Community Director | Grade | Senior Management |
| Direct reports  | Four Project Officers and two Project Managers | Salary | £38,851 - £48,000 |
| Location | Vicarage Road Stadium, although you may be required to be based at other Trust locations from time to time. You will be expected to undertake travel as is necessary to fulfil your job requirements. |

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| **Job Profile Summary:** |
| The Head of Health & Wellbeing will be responsible for the strategic development of the Trust’s health and wellbeing provision. The job holder will manage and oversee the delivery and development of our existing programmes, as well as staff associated with them. The job holder will be expected to work with a range of partners across the public, private and voluntary sector to further enhance our range of activities, as well as creating new health and wellbeing initiatives which meet local priorities.There is an expectation on the job holder, in collaboration with the Community Director and colleagues to seek and gain funding to secure new health and wellbeing opportunities for the Trust.The job holder will be a key decision maker, working closely with the senior leadership team to help shape the future direction and sustainability of the Trust.  |
| **Main Responsibilities:** |
| **Strategic/Operational*** Work with partners, key stakeholders and external agencies (public, private and voluntary sector) at a senior level to implement new health and wellbeing initiatives which meet the Trust’s strategic objectives, as well as supporting local health and wellbeing priorities.
* To take a pro-active role as part of the senior management / leadership team.
* Sit on relevant external strategic groups and ensure that the Trust is represented within local, regional and national networking, partnerships and strategic events within the health and wellbeing sector.
* Take responsibility and accountability for shaping the strategic direction of the Trust’s health and wellbeing provision moving forward.
* Set clear KPI’s for the health and wellbeing department.
* Use appropriate internal and external resources (e.g. strategic documents, government papers, etc.) to gather evidence which helps shape targeted delivery in the future.
* Research other Trusts/Foundations health and wellbeing programmes. Arrange visits and share ideas and good practice.
* Take responsibility for the overall management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings, etc.).
* Accountability for quality assurance processes including the on-going monitoring and evaluation of health and wellbeing projects for funders/key stakeholders. Ensure that the Trust’s obligations detailed in service level agreements/contracts are met.
* Provide reports to the Community Director for Board meetings and audit purposes.

**Risk and Compliance** * Ensure that when working with staff on current and new programmes that the safeguarding of participants is at the heart of the process and that safeguarding policies and procedures are being adhered to at all times.
* Ensure that all health and safety procedures are in place for activities and that risk assessments have been completed.
* Ensure that appropriate insurance is in place for programmes requiring specific insurance cover.
* Ensure that you and staff you manage are adhering to the Trust’s general Data Protection Regulation (GDPR) policies, procedures and guidelines at all times and that programme data is stored in a secure location.

**Finance*** Set appropriate budgets (with relevant staff) and oversee, manage, and monitor these, to ensure the targets are achieved.
* Ensure programmes/events are financially sound and sustainable.

**Personnel*** Lead, manage, support, and develop all staff reporting to you. This may include managing staff from a distance if they are based at external locations. Offer advice and guidance and provide them with a challenging and enjoyable working environment.
* Conduct appraisals for all staff you line manage, as per the appraisal process and ensure that where relevant managers/staff are completing appraisals with staff they manage.
* Work with staff to develop a recruitment plan to attract high quality sessional staff (with appropriate qualifications) so that the Trust can strengthen its infrastructure and capacity, to support its future growth and development.
* Ensure that when you or your staff are recruiting new staff to work on health and wellbeing programmes that they always follow HR policies/procedures and the safer recruitment process.
* Support with the implementation of the Trust’s People Strategy by helping colleagues develop through relevant learning and development opportunities.

**Funding/Income*** Work with the Community Director and colleagues to identify and submit relevant grants, funding applications, and tenders/bids for commissioned work.
* Act as contract manager for statutory funded projects and programmes.
* Secure funding and increase income streams to support on-going programme delivery and sustainability.
* Deliver activities in partnership with funders and sponsors and meet all obligations in respect of grant-based funding and sponsorship.

**Measuring Impact (Monitoring & Evaluation)*** Work closely with staff and the ‘Impact & Communications Officer’ to capture the social impact/value of programmes/events using outcomes based evidence and a variety of methods such as reports, case studies, testimonies, media articles, feedback surveys, etc and ensure your direct reports are using appropriate M&E systems.
* Commission project evaluation reports as appropriate and ensure that reports, statistics and case studies are provided to relevant football authorities, other funders and senior Trust staff, as and when required.
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| **The Job Holder has a responsibility to...** |
| **General*** Undertake professional development opportunities as deemed appropriate, including attending relevant workshops, conferences and events.
* To adhere to the Trust’s policies and procedures.
* Contribute to the development of a culture of continuous improvement within the Trust.
* To work in partnership with all the club’s departments on community initiatives as identified by the Community Director and Board of Trustees.
* To actively promote the Trust in a positive and professional manner at all times.
* To actively demonstrate and promote the Trust’s core values through your work.
* To undertake any other duties which might reasonably be deemed within the status of the job and appropriate to the post.

The details contained in this job description, particularly the principle responsibilities, reflect the job content at the date the job profile was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals’ jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed.Consequently, Watford FC’s Community Sports & Education Trust will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time. |

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| Person Specification |
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| **Criteria** | **Must Have:** | **Ideally Have:** |
| **Qualifications** |  | * Minimum Level 3 Personal Trainer Qualification and GP referral Qualification.
* Educated to Degree Level - Health and Fitness Related.
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| **Knowledge and Experiences** | * Significant experience of working at a senior management / leadership level in the health and wellbeing sector and involvement in strategic groups.
* Extensive operational knowledge of the health and fitness sector and an understanding of behaviour change interventions.
* Proven experience of line managing and developing full and part time staff..
* Experience of Project management.
* Proven experience of contract management.
* Success in building relationships both internally and externally and working collaboratively with a range of partners.
* A good understanding of the national government agenda relating to health and wellbeing.
* Proven experience setting and managing budgets.
* A proven track record of securing funding for health-related projects or initiatives.
 | * Knowledge and understanding of the health priorities across Hertfordshire and Harrow.
* Experience of putting together service level agreements/contracts for project partners.
* Experience of using IT systems to monitor and evaluate the delivery of projects, activities, and events.
* Experience of event management.

Knowledge and understanding of the health priorities across Hertfordshire and Harrow.  |
| **Personal** | * A full and valid UK Driving Licence, as well as access to a vehicle for work.
* A passion to make a difference using the power of sport, physical activity, and learning.
* Ability to create a strong team culture by leading, managing, developing, supporting, and motivating a team of staff and volunteers.
* Excellent communication and inter-personal skills – both verbal and written.
* Strong influencing and negotiation skills.
* Ability to work calmly under pressure, meet deadlines and have an attention to detail.
* A positive ‘can do’ attitude, always looking for solutions to problems or issues.
* Have a flexible approach to work and be able to work unsociable hours (including some evenings and weekends).

A full and valid UK Driving Licence, as well as access to a vehicle for work.  |  |

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| **Competencies** |
| **Leadership and Communicating**For everyone effectiveness in this area is about showing our pride and passion for the Trust, communicating purpose and direction with clarity, integrity and enthusiasm. It’s about championing difference and external experience and supporting principles of fairness of opportunity for all. For managers, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.**Making Decisions**Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate decisions and advice. Using clear analytical thinking to get to the heart of complex problems and issues. The aim is to maximise return while minimising risk, balancing a range of considerations to deliver realistic outcomes. For all staff it’s about applying your own expertise effectively and being thoughtful about the use, protection and exploitation of Trust and public information, ensuring it is handled securely and with care. For managers, it’s about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.**Building Capability**Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it’s being open to learning, about keeping one’s own knowledge and skill set current and evolving. For managers, it’s about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It’s also about creating a learning and knowledge culture across the organisation to inform future plans and continuous improvement**Achieving Positive Outcomes**This is about maintaining a positive long-term focus on all activities. For all staff it’s about having a community, activity and learning based mindset to ensure that the Trust’s programmes and projects are delivering added value and working to stimulate improvement in the lives of people and the communities in which they live. It’s also about being proud of what you do and bringing enthusiasm, energy, passion, respect and a sense of fun to work every day. For managers it’s about creating a positive, happy culture focused on the outcomes and impacts of the Trusts work. Developing partnerships to foster continuing growth and building a strong reputation as a best in class community provider.**Changing and Improving**People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it’s about learning from what has worked well and what has not, being open to change and improvement, and working in ‘smarter’, more focused ways. For managers, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve our ways of working and the quality of the service we deliver, making use of cost-effective models.**Seeing the Bigger Picture - Trust Goals and Priorities**This is about having an understanding and knowledge of how your role fits with and supports the Trust’s objectives and aims. It should help to focus your contribution on the activities which will meet the Trust’s goals and objectives. It’s about understanding the wider context and the external issues and trends that impact our work. For managers it’s about applying that to see how our strategy can maximise opportunities to improve lives, enhance communities and make a positive difference for all through sport, physical activity and learning. |

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| **One Club Responsibilities** |
| **Health and Safety*** To take responsibility for your own health, safety and welfare, ensuring compliance with WFC’s Health and Safety Policy, procedures and safe systems of work.

**Training & Development*** To undertake all reasonable training, learning and development activity designed to support you in your role.

**Diversity and Equality*** To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with WFC’s Equal Opportunities Policy.
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| **Job Profile Agreement** |
| Job Holders Signature: | Date: |
| Managers Signature: | Date: |