



Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Head of Health and Wellbeing	Job Reference: PNE1120
Salary	£25,000 - £32,000, dependant on qualifications and experience.	
Benefits	Company laptop, mobile phone, expenses, pension and use of Community pool car.	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Full Time	
Closing Date	Sunday 3 rd October 2021, 4pm.	

Preston North End Community and Education Trust (PNECET) at Preston North End are seeking to appoint a dedicated and experienced Head of Health and Wellbeing to oversee all of the Trust's health and wellbeing provision, contributing to the overall success of the charity.

PNECET is the official charity and community department of Preston North End Football Club. Utilising the power of Preston North End and football, the Trust situates itself at the heart of the Preston community, providing a high quality service to improve lives of those living in Preston and the surrounding areas.

The Head of Health and Wellbeing will be a member of the senior management team and will play a leading role in maximising the Trust's health and wellbeing provision in line with the Strategy. The main responsibilities are to oversee and develop all Health and Wellbeing provision ensuring targets are met, along with managing a team to ensure each project thrives. The Head of Health and Wellbeing will also be tasked with expanding and diversifying our provision by bringing new provision on board.

How to apply:

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference PNE1120

Interview dates:

Interviews will take place on Friday 8th October

***Due to the availability of the interview panel, no additional times can be made available for interviews.**



Community and Education Trust

JOB DESCRIPTION	
1. Job Title	Head of Health and Wellbeing
Salary / Benefits	£25,000 - £32,000, dependant on qualifications and experience. Company laptop, mobile phone, expenses, pension and use of Community pool car.
Hours of Work	You will have a standard working week of a minimum of 37.5 hours. However, as a senior manager you will be expected to go above and beyond at times to meet the needs of the Trust. The role will also include working some home match days as part of the match day coordination.
Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
Responsible To	Deputy CEO
Responsible For	Two full time Health and Wellbeing Officers
Employment Type	Full time, fixed contract
2. Overall purpose of the Job	Working closely with the Deputy CEO you will be responsible for; developing and implementing all health and wellbeing provision, the staff associated with these programmes and managing a wide range of local, regional and national partners. You will be responsible for contributing to the charities strategic objectives, developing new partnerships whilst maintaining existing partnerships, keeping Health and Wellbeing projects on schedule and on budget whilst gaining maximum exposure through effective dissemination of the projects impact. You will also be responsible for writing and overseeing funding applications in relation to the Health and Wellbeing department.



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3. Duties and Responsibilities

Project Management

- To develop and successfully deliver the health and wellbeing strategy, ensuring existing provisions are successful, whilst sourcing new and innovative projects to help increase and improve our service for the community
- Secure funds through a range of sources including commissioned work, grant funding and private sector sponsorship
- Effectively lead the development of all health and wellbeing projects
- Manage and mentor the staff listed above to ensure they are fully supported to fulfil their aims and objectives
- To develop working relationships with existing key partners, whilst creating new to help drive the health and wellbeing strategy
- To create reports on all health and wellbeing provisions documenting progress against KPI's for the Deputy CEO, CEO, Trustees and partners
- To ensure a monitoring and evaluating process is undertaken for all health and wellbeing programmes in line with the Trust's monitoring and evaluating processes
- Develop, review and implement policies and procedures throughout PNECET health and wellbeing provisions

Financial Management

- Manage, monitor income and expenditure for all Health and Wellbeing provision, producing reports for the Deputy CEO



Community and Education Trust

	<ul style="list-style-type: none"> • To support all health and wellbeing provision ensuring each project meets budget. • To work with the Deputy CEO to support the budget for all Health and Wellbeing provision, ensuring spend is correctly planned and on track. <p><u>Partnerships</u></p> <ul style="list-style-type: none"> • To work closely with partners such as; English Football League Trust, Active Lancashire, Preston City Council, Lancashire County Council, Public Health England, Lancashire and South Cumbria NHS Foundation Trust, Social Prescribers and many more to develop and deliver all Health and Wellbeing projects. • To work alongside the Trust other provisions to embed a Health and Wellbeing offer (where possible). • To analyse feedback received from project beneficiaries to ensure the programmes are effectively delivered. • To create and maintain Service Level Agreements with external partners.
<p>4. General</p>	<p>To at all times represent Preston North End Community and Education Trust and Preston North End Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role requires including evenings, weekends home math days and overnight stays.</p>



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PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<ul style="list-style-type: none"> • Educated to a degree level, relevant to the role • Evidence of Continuous Professional Development • Safeguarding • Mental Health First Aid • First Aid • Full driving licence with access to own transport, including business insurance
Desirable	<ul style="list-style-type: none"> • Management qualifications • Governing Body of Sport Coaching Award(s) and other appropriate training
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> • Experience of working in the charitable sector • Experience of staff management and supervision • Experience of project development and management with a particular focus on health and wellbeing • Understanding of current developments and initiatives relating to health and wellbeing • Experience of developing and maintaining partnerships with senior figures both internally and externally with a particular focus on health and wellbeing • Ability to work independently and collaboratively as a member of a team • Excellent verbal and written communication skills • Experience of monitoring and evaluating projects • Focused on achievement, targets, and continuous development



Community and Education Trust

	<ul style="list-style-type: none"> • A high degree of flexibility and confidentiality is needed • Capable of presenting information, orally and in writing • Have the skills to plan and organise information effectively • Ability to work under pressure and to tight deadlines • Must be innovative, proactive and decisive in leading programmes • Willingness to lead by example and go above and beyond • Highly motivated with a passion for making a difference • Competent IT Skills • Firm knowledge and understanding of safeguarding children and vulnerable adults • Firm knowledge of Health and Safety within community projects
<p>Desirable</p>	<ul style="list-style-type: none"> • Sound knowledge of the charitable sector • An understanding of the Preston and surrounding geographical area • Knowledge of relevant government policy and in particular how it relates to PNECET • Previous experience of working within Health and Wellbeing roles

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 reasonably required.



Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Criminal Record check (DBS).

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

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 relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.