



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Health and Wellbeing Officer	Job Reference: PNE1121
Salary Benefits	£18,000 - £21,000, dependant on qualifications and experience Company laptop, 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 10 th October 2021, 4pm	

Preston North End Community and Education Trust (PNECET) is seeking to appoint a full time, enthusiastic, skilled and dedicated Health and Wellbeing Officer to deliver on our community based health and wellbeing initiatives across Preston and the surrounding areas.

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 Health and Wellbeing Officer will play a leading role in maximising the Trust's Health and Wellbeing provision in line with the Strategy. The main responsibilities are to deliver and develop all Health and Wellbeing provision, ensuring targets are met and to ensure each project thrives.

How to apply:

Please send your completed application form and equal opportunities form to jobs@pne.com with subject title Reference PNE1121

Interview dates:

Interviews will take place on Monday 18th October

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

JOB DESCRIPTION		
1.	Job Title	Health and Wellbeing Officer
	Salary / Benefits	£18,000 - £21,000, dependant on qualifications and experience. Company laptop, expenses, pension and use of Community pool car.
	Hours of Work	<p>You will have a standard working week of a minimum of 37.5 hours. However, you will be expected to go above and beyond at times to meet the needs of the Trust.</p> <p>Working hours will include regular evening and weekend work.</p> <p>The role will also include working some home match days as part of the match day coordination.</p>
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	Head of Health and Wellbeing
	Responsible For	N/A
	Employment Type	Full time, fixed contract
	2.	Overall purpose of the Job
	Duties and Responsibilities	<p><u>Project Delivery</u></p> <ul style="list-style-type: none"> To successfully deliver and support the Head of Health and Wellbeing and officers with leading, developing and evaluating all aspects of provision within the health and wellbeing strand, ensuring

existing initiatives are successful, whilst assisting with developing new and innovative projects to help increase and improve our stance within the community.

- Deliver and reach all KPI's of your projects whilst monitoring and evaluating each project. Adhere to the requirements of the funders and the Trust.
- Ensure all programmes have impact measurement at the core of delivery, taking baseline data and at regular intervals throughout the duration of delivery.
- Work with the Trust's Communications Officer to produce case studies to promote positive news stories whilst demonstrating the impact our programmes have on participants and the wider community.
- Work with hard to reach members of the community to build relationships and inspire them to lead healthier and more positive lifestyles.
- Ensure all activities are correctly monitored with the appropriate risk assessments and health and safety procedures and ensure first aid provisions are put in place.

General

- Be a flexible member of the PNECET team and when requested assist in the delivery of other projects and activities during evenings and weekends.
- Undertake necessary CPD when required by PNECET.
- Promote the club brand across all programmes portraying a positive image of the football club and PNECET.
- Support and mentor volunteers to ensure they are fully supported to fulfil their aims and objectives.
- Ensure any safeguarding concerns are dealt with appropriately for the safety of yourself and others, and that they are reported immediately to the Head of Health and Wellbeing and the Trust's Safeguarding Lead.
- Communicate effectively with funders and partners.

4. General	<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 match 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 in a relevant subject • Level 2 NGB coaching qualification • Evidence of Continuous Professional Development • Five GCSE's at Grade C or above • Safeguarding (or willingness to achieve immediately) • First Aid (or willingness to achieve immediately) • Mental Health First Aid (or willingness to achieve immediately)
Desirable	Fitness instructor/gym instructor qualification
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> • Experience of working in the charitable sector particularly within a community trust • Experience of coaching/working with hard to reach communities • Ability to work independently and collaboratively as part of a team • Self-motivation and the ability to work on own initiative • Excellent communication skills including written, telephone and interpersonal skills Proven planning and excellent organisational skills • Attention to detail and taking pride in ensuring accurate records are kept • Ability to work under pressure and to tight deadlines • A high degree of flexibility and confidentiality is needed

	<ul style="list-style-type: none"> • Confident, outgoing and friendly personality • Attitude to always strive to over-achieve and continuously develop the programme and organisation • Competent with the use of IT and IT based systems • Highly motivated with a passion for wanting to develop the health and wellbeing of the community
Desirable	<ul style="list-style-type: none"> • Knowledge of the charitable sector • An understanding of Preston and the surrounding geographical area • An understanding of current issues that are affecting the local community • Understanding of current trends and initiatives relating to health and wellbeing.

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.