



in the  
**community**  
*One Club, One Community, One Town*

## Job Advert

# Health Development Lead

**Job Title:** Health Development Lead

We are a growing sport-for-development charity based in Bolton that offers employees the opportunity to deliver life-changing work that makes an impact alongside colleagues who share a mutual passion for improving people's lives. We are looking for passionate and motivated staff who will help us to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club (BWFC) to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together, we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcomes for our beneficiaries.

***We are advertising for a Health Development Lead. The purpose of the role is to develop, coordinate and deliver Bolton Wanderers in the Community's (BWitC) health work, across start well, live well and age well agendas. This role will be integral in helping to address the health inequalities that exist across our community.***

The pay range we are offering for this role is £25,999-29,999 pa on a permanent contract, subject to relevant qualifications and experience. As our work is delivered in line with the community's needs, there is an expectation that there will be some unsociable hours.

**The Location:** BWitC is based at the Toughsheet Community Stadium, the home of BWFC. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook Retail Park is adjacent to the stadium which offers an abundance of options for lunch and leisure.

### **Why Should You Apply?**

- Work for a forward thinking, progressive charity that makes a positive impact on peoples' lives.
- Great benefits including two BWFC Season Tickets, Health and Pension Package, opportunities for paid overtime, a commitment to CPD opportunities for staff and free staff parking onsite.
- We are committed to ensuring that staff have a strong work life balance. Staff can blend their approach to home and office working with an expectation of four days in the office, however this can be discussed and amended on request.

**An application pack can be downloaded from our website. Please complete the application form and email the return to Jonathan Mills (jmills@bwitc.org.uk) by 9am on Monday 30<sup>th</sup> September 2024. Please note, we reserve the right to close applications earlier based on the number of applications received. It is advised to get applications in as early as possible.**

For an informal discussion on the role or for more information please call 01204 673790.

**Even if you feel you don't meet all the listed requirements, we encourage you to apply. We value diverse experiences and skills, and we're committed to fostering an environment where everyone can learn and grow. Part time hours for this role may be considered.**



## Job Description

**Job Title:** Health Development Lead

**Responsible to:** Health and Communities Manager

**Responsible for:** Responsible for supporting project staff

**Budget Responsibilities:** All 'start well' and 'live well' project budgets.

**Purpose of role:** To develop and coordinate BWitC's health work, across start well, live well and age well agendas. Helping to address the health inequalities that exist across our community.

**Main duties and responsibilities:**

- Working alongside our Health and Communities Manager, to lead on the development and implementation of new health projects in line with local insight.
- To coordinate and deliver on projects that fall under 'start well' and 'live well'.
- To provide support to our Health Project Officer in the coordination of our 'age well' projects.
- Ensure quality delivery and innovation alongside providing support to staff in any aspect of their work.
- Ensure health projects achieve and exceed (where possible) key performance indicators and use innovative techniques to enhance the projects.
- Set project budgets alongside Health and Communities Manager and deliver the projects in line with this.
- To work closely with key local partners to achieve the best possible health and wellbeing outcomes for the Bolton community.
- Ensure all project monitoring and evaluation is captured and evidenced as per BWitC and funders expectations and is used to complete reports and to share the impact of our work.
- Ensure monitoring and evaluation for projects are up-to-date
- Quality-assure projects across health to ensure the projects are being delivered to a high standard.
- To be an ambassador of BWitC to help us to achieve our vision of 'A Connected Bolton Without Disadvantage', always offering excellent customer service and upholding the professional image of BWFC and BWitC.
- To represent BWitC at relevant activities/events and to develop networks with other agencies, schools and community groups in Bolton.
- To perform other duties as required in line with the aims and objectives of BWitC.



# Person Specification

## ESSENTIAL CRITERIA

### **Qualifications:**

- A degree or equivalent experience in physical or mental health/activity, sport or other appropriate area.
- A Levels, NVQs or BTEC or equivalent experience within the industry.

### **Ability and Skills:**

- Strong written and verbal communication skills.
- Organisation, planning and record-keeping skills.
- IT skills and a knowledge of Microsoft Office programmes.
- A true passion to strive for continual improvement and a commitment to delivering a quality service.
- Ability to work both individually and as part of a team.
- Ability to prepare and present monitoring reports.

### **Experience**

- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of identifying local need and devising and implementing new pieces of work to address this need.
- Experience of coordinating multiple projects at a time, effectively planning and prioritising pieces of work.
- Experience of working with a broad range of statutory organisations, external agencies, community and voluntary organisations.
- Experience of managing own time to allow for busy and quiet periods of delivery.

### **Special Attributes**

- Evidence of advanced knowledge relating to engaging groups who traditionally experience health inequalities.
- A passion and enthusiasm for working with groups who are more likely to experience health inequalities.
- Strong interpersonal skills and the ability to build trusting relationships with communities and individuals.
- Ability to use initiative and work effectively both alone and as part of a team.
- A passion for innovation, forward-thinking and the ability to visualise programme growth, working alongside the health and communities' team to improve our delivery.
- An understanding of safeguarding and GDPR policies and procedures.
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover.
- A flexible attitude to working and willing to work evenings and weekends when required.
- Commitment to development and willingness to undertake training where necessary.
- Commitment to BWitC's Vision, Mission, Values and Behaviours.
- An understanding of equality, diversity and inclusion (EDI) policies and practice.

## DESIRABLE CRITERIA

- Experience of monitoring and evaluation systems; particularly Salesforce.
- Experience of being in a support role as team leader.
- Early Years experience
- Experience of using Microsoft Teams to collaborate internally.
- To be able to interpret and analyse data.
- Professional/personal knowledge of the challenges facing different communities in Bolton from experiencing positive health and wellbeing.



**in the  
community**  
*One Club, One Community, One Town*

**BWitC is an Equal Opportunities and Disability Confident Employer. We are also committed to the Football Association's Leadership Diversity Code. We welcome and encourage applications from underrepresented groups as well as those from diverse backgrounds. Appointment for new roles will be based on merit alone, regardless of age, (dis)ability, sex, gender identity, ethnicity, religion/belief and sexual orientation.**

This post will be subject to an enhanced DBS disclosure and two acceptable references.

**Additional Benefits:**

- A supply of BWFC kit
- Mileage allowance
- Gym pass for Bolton Arena (subject to passing probation period)
- 2 x BWFC season tickets (subject to passing probation period)
- Access to UK Healthcare health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

**Date prepared: 17/07/2024**