



## Job Description

### Post Title

Health Manager (Fixed-term for two years in the first instance)

### Department/Location

Health team within the Huddersfield Town Foundation / The Leeds Road Sports Complex

### Reports to

Chief Executive Officer

### Responsible for

Project staff of Health Initiatives programmes  
Sessional staff and volunteers

### Purpose of the Role



To deliver and manage the Huddersfield Town Foundation's 'Health Initiatives' projects, which includes programmes focused on weight management, lifestyles, healthy minds, sporting memories, a range of health-based community activities and the development of peer educators. All health initiatives will have an offer for both adults and young people and/or families.

The post holder will be required to establish a delivery schedule within schools and physical activity settings across all areas of the Health Initiatives project, also managing the associated casual workforce, controlling the project budget, booking venues, arranging sessions, liaising with partners, ensuring the quality of all programmes and that the project outcomes are met.

The Health Manager will work collaboratively with the Senior Management Team to explore and secure additional funding for further health-related projects within the Huddersfield Town Foundation. The Health Manager will also be expected to contribute to the further development of the collective work of the Huddersfield Town Foundation, ensuring a high-quality and professional approach at all times.

### Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Head of Education and Sport  
Head of Business Development and Operations  
Huddersfield Town Foundation team, including the Senior Leadership Team, project leads and other staff  
Board of Trustees  
Club CEO  
All Club personnel



**External:** Including but not limited to:  
Locala  
Kirklees Council Public Health  
Head Teachers, Teachers and pupils  
Community Hubs  
Youth Work Organisations  
Careers agencies  
Colleges  
Universities

### **Key Performance Indicators**

- Improved health and wellbeing of programme participants, measured by a range of different health indicator tools such as body mass index, blood pressure, resting heart rate and proven academic questionnaires.
- Health Initiatives projects are delivered within the allocated budget.
- Improved confidence. 50% of people taking part in Health Initiatives projects will improve their confidence in at least one aspect of their lives, measured by participant feedback at the start and end of the programme (with intermittent sense checks throughout the projects).

### **General Responsibilities**

The post holder will be required to:


- Work in partnership with Locala, Kirklees Council Public Health, Sporting Memories, schools, teachers, parents, programme participants and other stakeholders, and maintain positive relationships with them;
- Work closely with the Senior Management Team and Project staff to ensure all KPIs are agreed for individual projects and that these are achieved; and,
- Plan and deliver high quality interventions across the full range of Health Initiatives projects.

### **Role Specific Responsibilities**

#### **Strategic**

The post holder will be required to:

- Work with partners and key stakeholders to deliver all health initiatives and projects;
- Seek out opportunities to grow the programme into new geographical areas;
- Use appropriate internal and external toolkits and methods to collect information on health needs and priorities to shape targeted delivery;

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- Research other Trusts/Foundations running similar programmes, also arranging visits and sharing ideas and good practice; and,
  - Take responsibility for the day-to-day management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings etc.).

### **Operational/Delivery**

The post holder will be required to:

- Plan, deliver and manage programmes, initiatives and events to the highest possible standards, including: hiring venues; purchasing equipment; recruiting participants (focusing on targeted groups/geographical areas as required; screening sign-ups and referrals (as appropriate); organising presentations and celebration events; booking player appearances; and, follow-on activities etc.;
- Liaise with appropriate Public Health and health care experts to ensure our delivery resources used by staff are quality assured;
- Provide participants with information, advice and guidance on further sports and physical activity opportunities in their locality, based on individuals' interests and ability; and,
- Signpost individuals with additional lifestyle issues to appropriate health and social care professionals/services, or other relevant exit routes.

### **Funding and Finance**



The post holder will be required to:

- Deliver activities in partnership with funders and sponsors, and meet all obligations in respect of grant-based funding and sponsorship;
- Work with The Huddersfield Town Foundation Senior Leadership Team to identify and submit relevant grants, funding applications and tenders;
- Secure funding and increase income streams to support ongoing programme delivery and sustainability; and,
- Ensure programmes/events are financially sound and sustainable.

### **Marketing and Promotion**

The post holder will be required to:

- Work with relevant staff and external agencies to produce bespoke project resources as well as high-quality marketing and promotional materials (e.g. to support specific campaigns);

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- Utilise social media and technology to communicate with course participants and promote the programmes (where appropriate); and,
  - Utilise existing and established marketing and promotional routes to promote the programmes by liaising with partner agencies across the appropriate geographical areas.

### **Health and Safety**

The post holder will be required to:

- Ensure that all health and safety procedures are in place for activities and that risk assessments have been completed as necessary; and,
- Ensure that appropriate insurance is in place for programmes requiring specific insurance cover.

### **Measuring Impact (Monitoring and Evaluation)**

The post holder will be required to:

- Make use of the VIEWS on-line monitoring and evaluation system (or other similar systems as appropriate);
- 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.;
- Ensure questionnaires and measurement tools are quality assured and robust, and where possible are in line with those used for evaluating other mental health interventions; and,
- Commission project evaluation reports as appropriate.



### **Other**

The post holder will be required to undertake any other duties as required by The Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director.

### **Behaviour/Conduct**

The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;

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- Be flexible in hours of work;
  - Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
  - Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
  - Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
  - Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
  - Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

## **Additional Information**

### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Health Manager may involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

### **Equality, Diversity and Inclusion**

HTAFC and The Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and are committed to the redress of any inequalities by taking positive action where appropriate.



**Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This job description was prepared in January 2020.**

**The proposed review of this job description is January 2021.**

## Person Specification

### Post Title

Health Manager (Fixed-term for two years in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of promoting health or physical activity programmes.</li> <li>• Experience of delivering behaviour change interventions for adults and young people.</li> <li>• Experience of managing or supervising staff or volunteers.</li> <li>• Proven experience in an administrative role, including the ability to manage a designated budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a sporting environment.</li> <li>• Previous experience in a Football Club Charitable Foundation or Community Trust.</li> <li>• Experience of working in the charitable sector.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of general education including GCSE English and Maths at Grade A*-C/Grade 9-4.</li> <li>• Level 3 Personal Trainer qualification.</li> <li>• Level 3 Exercise Referral certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent in a health-related subject, or other relevant subject area.</li> <li>• Other National Governing Body sports coaching qualifications.</li> <li>• Level 4 specialist in obesity.</li> <li>• Valid First Aid certificate.</li> <li>• Safeguarding children and vulnerable adults certificate.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of healthy eating, physical activity and healthy lifestyles.</li> <li>• Excellent IT skills including experience of using IT systems to monitor and evaluate the delivery of projects and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach and a positive attitude to finding solutions to emerging issues.</li> </ul>

Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge (continued)</b>	<ul style="list-style-type: none"> <li>• Understanding of and a commitment to Health and Safety.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Ability to work on own initiative and with minimal supervision.</li> <li>• Ability to engage, motivate, inspire and mentor people to achieve their goals.</li> <li>• Ability to build relationships and work collaboratively with a range of partners.</li> <li>• Well-organised with effective time-management skills and the ability to meet deadlines.</li> <li>• Sensitive to the needs and issues of people trying to make behaviour changes.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity initiatives and anti-discriminatory practice.</li> <li>• Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure.</li> <li>• Understanding of best practice in sports and physical activity delivery.</li> <li>• Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees using public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working hours, to fulfil the requirements of the role.</li> <li>• Knowledge of the Kirklees demographic and the specific and unique issues facing adults and young people in this community.</li> </ul>