

Job Description

Post Title

Head of Health and Wellbeing (Fixed-term to 31st August 2023 in the first instance)

Department/Location

Health team within the Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Chief Operating Officer

Responsible for

Health Manager

Active Through Football Programme Manager

Overview of the Role

The Head of Health and Wellbeing will be responsible for the strategic development of the Foundation's health and wellbeing provision. The post holder will manage and oversee the delivery and development of our existing health-related programmes, as well as staff associated with them. The post holder will be required to work with a range of partners across the public, private, and voluntary sectors to further enhance our range of activities, as well as creating new health and wellbeing initiatives that meet local priorities.

There is an expectation that the post holder, in collaboration with the Chief Executive Officer and colleagues, will seek and gain funding to secure new health and wellbeing opportunities for the Foundation.

The post holder will be a strategic decision-maker, working closely as a member of the Senior Leadership Team to help shape the future direction and sustainability of the Foundation.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Huddersfield Town Foundation Chief Operating Officer
Health Manager
Huddersfield Town Foundation team, including the Senior Leadership Team, project leads and other staff
Board of Trustees
Club CEO
All Club and Foundation personnel

External: Including but not limited to:

Locala
Kirklees Council Public Health
Third Sector groups
Community Hubs
Youth Work Organisations
Careers agencies
Education providers



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Key Performance Indicators

- The Foundation has a suite of health-related programmes and activities that support the needs of the community of Kirklees.
- The Foundation can evidence the contribution it makes to tackling health inequalities and how individuals on our programmes improve across a range of health measures
- The Foundation is embedded with a range of health providers and there is a pipeline of funding submissions and commissions.

General Responsibilities

The post holder will be required to:

- Work in partnership with Locala, Kirklees Council Public Health, Sporting Memories, education providers, parents, programme participants and other stakeholders, and ensure our health offer remain relevant.
- Work closely with the Foundation CEO, key strategic partners to ensure that funding is in place for delivery of the range of health-based programmes.
- Plan and ensure the Foundation delivers high quality interventions across the full range of Health Initiatives projects.

Role Specific Responsibilities

The post holder will be required to:

- Oversee the development and execution of the Foundation's strategy for the health and wellbeing agenda, including delivery of a portfolio of existing health-related projects, and identifying new project ideas and opportunities.
- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement new health and wellbeing initiatives that meet the Foundation's strategic objectives, as well as supporting local health and wellbeing priorities.
- Sit on relevant external strategic groups and ensure that the Foundation is represented within local, regional, and national networking, partnerships, and strategic events within the health and wellbeing sector.
- Use appropriate internal and external resources (e.g., strategic documents, government papers, etc.) to gather evidence that helps shape targeted delivery in the future.
- Be responsible for the overall management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings, etc.) to ensure collective aims and outcomes are achieved.
- Be accountable for quality assurance processes including the ongoing monitoring and evaluation of health and wellbeing projects for funders/key stakeholders, also ensuring that the Foundation's obligations detailed in service level agreements/contracts are met.



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- Set appropriate budgets (with relevant staff) and oversee, manage, and monitor these, to ensure the targets are achieved and that programmes are financially sound.
- Identify and submit relevant grants, funding applications, and tenders/bids for commissioned work.
- 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 monitoring and evaluation systems.
- Work with the Club's Human Resources Manager to develop health and wellbeing interventions for staff throughout the organisation.
- Demonstrate commitment to Safeguarding by adhering to relevant policies, procedures and values relating to safeguarding children and adults at risk.
- Support and reinforce the Club's commitment to equality, diversity, and inclusion, also contributing to the work relating to the Premier League Equality, Diversity, and Inclusion Standard as required.
- Fulfil any other reasonable duties and responsibilities at the request of the Chief Executive Officer and/or any other Senior Manager/Director within the Club or Foundation.

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.
- 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.



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- Respect others always and behave in an inclusive and 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. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of Head of Health and Wellbeing 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.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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

Equality, Diversity, and Inclusion

Huddersfield Town AFC 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.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to always support and uphold this zero-tolerance approach.

Accepted by:

Name (Printed)

Name (Signed)

Date

This job description was prepared in March 2022

The proposed review of this job description is January 2023.

Person Specification

Post Title

Head of Health and Wellbeing (Fixed term to 31st August 2023 in the first instance)



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Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven track record of delivering successful health and wellbeing projects and leading, managing and developing a team of staff. • Significant experience of working at a senior management / leadership level in the health and wellbeing sector and involvement in strategic groups. • Experience of project and contract management. • Proven experience setting and managing budgets. 	<ul style="list-style-type: none"> • Experience of putting together service level agreements/contracts for project partners. • Experience of event management.
Qualifications	<ul style="list-style-type: none"> • A level 3 (A Level or equivalent) qualification or higher in a health-related subject, or other relevant subject area. 	<ul style="list-style-type: none"> • Other National Governing Body sports coaching qualifications. • Level 4 specialist in obesity. • Level 3 Exercise Referral certificate. • Valid First Aid certificate. • Safeguarding children and vulnerable adults certificate.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Extensive operational knowledge of the health and fitness sector and an understanding of behaviour change interventions. • Proven success in building relationships both internally and externally and working collaboratively with a range of partners. • A proven track record of securing funding for health-related projects or initiatives. 	<ul style="list-style-type: none"> • Knowledge and understanding of the health priorities across Kirklees. • Experience of using IT systems to monitor and evaluate the delivery of projects, activities, and events.



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Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (continued)	<ul style="list-style-type: none">• A good understanding of the national government agenda relating to health and wellbeing.• A passion to make a difference using the power of sport, physical activity, and learning.• Excellent communication and inter-personal skills – both verbal and written.• Solution-oriented with strong influencing and negotiation skills.• Ability to work calmly under pressure, meet deadlines and have an attention to detail.	
Additional Requirements	<ul style="list-style-type: none">• Committed to equality and diversity initiatives and inclusive practice.• Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure.• Understanding of best practice in sports and physical activity delivery.• Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees using public transport.	<ul style="list-style-type: none">• Flexible approach to work and working hours, to fulfil the requirements of the role.• Knowledge of the Kirklees demographic and the specific and unique issues facing adults and young people in this community.