



Swindon Town Football in the Community Trust

In the Heart of the Community

The Community Office, The Energy Check County Ground, County Road, Swindon, Wiltshire SN1 2ED

Tel: 01793 421303 | Mob: 07966 305320 / 07901 570236 | Soccer Centres Tel: 07919 112982

www.stfc-fitc.co.uk



Swindon Town Football in the Community Trust

Health and Sports Development Officer



Main Sponsor



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Job Title: Health and Sports Development Officer	Salary: Competitive
Reports to: Head of Trust	Hours: 40
<p>Role Purpose:</p> <p>We are looking for a Health and Sports Development Officer who is passionate about developing thriving and successful health, wellbeing and inclusion programmes. The role of the Health and Sports Development Officer is to be responsible for coordinating the delivery and evaluation of all Health and Inclusion initiatives on behalf of Swindon Town Football in the Community Trust. The successful candidate will oversee the Football Fans in Training programmes for both male and female participants. The candidate will also be overseeing the Extra Time project; the Premier League Women’s fitness centres, as well as supporting the Community Trusts core activities. The candidate must understand the importance of monitoring and evaluating projects and have a passion for community engagement through the vehicle of a professional football club.</p>	
<p>Roles & Responsibilities:</p> <p>The Health and Sports Development Officer will work alongside the Senior Development Officer to</p> <ul style="list-style-type: none"> • Support the delivery of a long term Health and Inclusion strategy. • Produce, deliver and monitor annual operational plans to meet the objectives of the Trust’s long term strategy. • Sustain existing and create new relationships with external funders and key stakeholders including Public Health and National Health Service. • Establish and maintain effective internal and external communication systems to manage and promote specific activities within STFITC. • Ensure STFITC are being represented within local, regional and national networking, partnership and strategic events within the Health and Inclusion sector. • Support the delivery of STFITC core activities. 	
<p>The Health and Sports Development Officer will be responsible for:</p> <ul style="list-style-type: none"> • Overseeing and quality assuring the operational activity of the Health and Inclusion sessions. • Managing the risk of the individual Health and Inclusion sessions to ensure sustainability of programmes. • The relationship between our partners such as SBC and Public Health Swindon • Monitoring all outcomes within the projects focusing on measuring impact of projects meeting clear deadlines set by funding partners and Head of Trust • Ensure the values of STFITC are adhered to throughout the department. • At all times adhere to and ensure all delivery staff adhere to STFC policies and procedures including health and safety, child protection and safeguarding along with all policies set by the organisation. 	



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General:

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 responsibly requested. Equality Code of Practice - Swindon Town Football in the Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. Safeguarding – Swindon Town Football in the Community Trust are committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment. All employees do require an enhanced DBS check.

Person specification

Education / Qualifications	Essential	Desirable
National Governing Body Level 2 Coaching Qualification (minimum)		*
Level 2 Fitness Instructor or equivalent	*	
Current Safeguarding Certificate	*	
Current First Aid Certificate	*	
Educated to degree level		*
Level 3 Personal Trainers Qualification or equivalent		*
Additional NGB accredited coaching qualifications		*
Hold a valid full, clean UK driving licence.	*	
Knowledge and experience	Essential	Desirable
At least 3 years working within a similar role	*	
Minimum of 2 years project delivery and staff delivery	*	
Developing plans and strategies relating to your work within your organisation	*	
Monitoring and evaluating projects and initiatives	*	
Budgetary Management and Financial controls	*	
Skills and Competencies	Essential	Desirable
Ability to represent STFITC and communicate with all potential contacts (staff, managers, teachers, public of all ages) whilst presenting a professional image	*	
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	*	
Ability to engage with people from all backgrounds and strong networking skills	*	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	*	
Ability to develop and implement high quality, varied and creative projects and activities	*	
Ability to inspire, engage and educate people from all backgrounds through sport	*	
The ability to work under own initiative and be proactive in driving the organisation forward	*	
Recognised health qualification		*
Equality & Inclusivity	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with Swindon Town Community Trust's Equality Policy	*	



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To apply for this role, please send your CV and a covering letter outlining your suitability for the role to:

Jon Holloway

Head of Trust

STFC Community Trust

County Ground

Swindon

Wiltshire

SN1 2ED

Email: Jon@stfc-fitc.co.uk

Phone: 07966305320

Closing date for applications: July 13th 2018 Interviews: Week commencing 23rd July 2018



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