



Community@wwfc.com
www.wwset.co.uk
01494 455736
Adams Park, Hillbottom Road, HP12 4HJ
twitter.com/WW_SET
facebook.com/wwfcSET/
instagram.com/ww_set
www.linkedin.com/in/wwset/



Wycombe Wanderers Sports & Education Trust Community Health Delivery Officer Job Advert

Wycombe Wanderers Sports & Education Trust ("WWSET"), the charitable arm of Wycombe Wanderers Football Club, is seeking to fill the role of Community Health Delivery Officer.

Based at Adams Park, the home of Wycombe Wanderers FC, WWSET is a thriving charity that exists to educate, motivate, and inspire the local community using the power of sport and the brand of Wycombe Wanderers Football Club.

The Community Health Delivery Officer will play a major role in maximising the charity's health related offerings and the successful candidate will support the Community Health Manager with the development and delivery of numerous existing and new activities and partnerships.

WWSET recognise that employing talented and dedicated staff is critical if we are to continue increasing our range of programmes, growing our strong reputation, and maximising the positive impact we have within High Wycombe and the surrounding areas.

Therefore please ensure that your application takes into account the necessary skills and experiences that are required to complete the role successfully, all of which can be seen below.

In order to be considered for the role we ask that applicants send a covering letter explaining how you meet the criteria below, as well as an up to date CV via email to sam.parker@wwfc.com.

Please note that as part of the recruitment process a Disclosure & Barring Service (DBS) check as well as satisfactory references must be obtained.

The closing date for applications is 5.00pm on Friday 15th February 2019.

Interviews will be held on Wednesday 27th February 2019.

Only those selected for interview will be contacted.

***As this role involves direct access to young people under the age of eighteen, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check plus the collection of professional references to ensure their suitability for the role.**

***WWSET is a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation. WWSET are also fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**



Registered Charity Number: 1119794
Company Registration Number: 5895540



Wycombe Wanderers Sports & Education Trust

Community Health Manager Job Description/Person Specification

Job Title	Community Health Delivery Officer
Reports to	Community Health Manager
Location	Wycombe Wanderers Sports & Education Trust Adams Park Hillbottom Road High Wycombe, HP12 4HJ
Hours	37.5 per week including some evening and weekend work
Contract	1 year fixed term with a view to make permanent subject to performance/funding
Job Purpose	To maximise WWSET's health related offerings and be responsible for the development and delivery of numerous existing and new activities and partnerships all of which will aim to improve health levels (both physical and mental) within the local community
Remuneration	£17,200 p/a plus benefits & pension
Annual Leave	28 days p/a (including 8 bank holidays)

Role Accountabilities & Key Duties

1	Plan, organise and deliver high quality sessions across all existing and future Community Health programmes
2	Play a supporting/administrational role across all existing and future Community Health programmes
3	Identify and develop strategic relationships with relevant stakeholders/external organisations that will assist WWSET in achieving its health related aims and objectives
4	Support sourcing external funding streams to carry out activities that meet the aims and objectives of WWSET's health programme
5	Successfully plan and write applications to achieve external funding
6	Plan, organise and deliver health related community events and activities
7	Increase the awareness and popularity of WWSET's health related activities
8	Support with the recruitment, management and development of staff/volunteers involved with health related activities
9	Support all health related activities in accordance with financial targets
10	Identify and develop opportunities to create operating growth of the WWSET health programme
11	Consistently monitor and evaluate all current and future health related activity in order to demonstrate impact and achievements
12	Support other members of WWSET staff as and when required



Register Charity Number: 1119794

Company Registration Number: 5895540



13	Act as an ambassador for WWSET and Wycombe Wanderers Football Club
14	Attend training courses and CPD sessions as and when required
15	Assist in ensuring WWSET complies with all relevant health and safety, legal, regulatory, ethical and social requirement policies
16	Maximise the frequency and impact of player appearances at health related activities

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of areas of activity and will be amended in light of the changing needs of WWSET.

Qualifications		Essential	Desirable
17	Academic qualification (preferably degree level or equivalent) in an area associated with either Health and/or Community Development	X	
18	An Disclosure & Barring Service Check (to be carried out by WWSET prior to commencement in post)	X	
19	An NGB sports coaching certificate		X
Skills, Knowledge & Experience			
20	Prior experience working in a community setting planning and delivering health improvement interventions	X	
21	Knowledge and understanding of safeguarding issues	X	
22	Excellent organisational skills and ability to manage high work loads	X	
23	Experience of project management	X	
24	Excellent verbal, written and presentation skills	X	
25	Outstanding customer service skills	X	
26	Ability to work without constant supervision	X	
27	Ability to advocate/persuade/challenge in order to achieve desired outcomes	X	
28	Experience of financial planning and management		X
29	Experience securing external funds plus satisfying funding criteria throughout the complete funding cycle		X
Personal Qualities			
30	Full appreciation and commitment to the WWSET vision, mission, aims & objectives	X	
31	Able to forge strong working relationships both internally & externally	X	
32	Flexible and positive attitude towards duties and working hours	X	
33	Passionate about helping others to achieve personal health gains	X	
34	Highly motivated and enthusiastic	X	
35	Committed to continuous learning and improvement	X	
36	Innovative	X	
37	Efficient	X	
Other			
38	Driving licence and access to a vehicle with insurance for business use	X	