



Argyle Community Trust

Regional Health Officer

Location: Cornwall

Job Description

Hours: 40 hours per week; evening and weekend work are a requirement of the post
Salary: £18,500 - £20,500 plus benefits
Contract: 12 month fixed-term, with a strong possibility of extension subject to funding.
Reports to: Health Manager
Area: Cornwall
Start Date: August 2021

Closing date for applications: Friday 16th July 2021 5pm

The Argyle Community Trust Regional Health Officer role is a full-time post with responsibility to organise, develop and promote all existing health programmes currently run by the Trust within Cornwall. The role will also include working closely with the Trust Health Manager, alongside partners to develop new health initiatives. The post holder will be accountable for linking the work of a designated region into the Trust strategy to maximise delivery to all provisions in the local communities.

The role will involve overseeing the delivery of projects and programmes, co-ordinating staff, apprentices and community coaches both contracted and sessional.

Current provisions include:

- Argyle Fit – Adult weight management football league
- Fit Fans
- Extra Time
- Walking Football
- Health Education workshops

The post holder will be responsible for identifying local and national funding to develop the output in the health sector across Cornwall.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our

programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>
In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post please contact Actrecruitment@pafc.co.uk

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Key Duties will include:

Management:

- Oversee and manage the running of all programmes within the region outside of school and participation setting. These include all health and inclusion programmes such as: Walking Football/Argyle Fit/Extra time/Fitness sessions/Social football and small sided leagues.
- Work closely with ACT's Health Manager to replicate existing Plymouth based programmes as well as introducing new health programmes in Cornwall.
- Develop new health provisions based on local community need and create new partnerships with local businesses and charities in Cornwall.
- Implement all policies and procedures agreed from ACT across all projects; ensure these are communicated to staff, actioned and monitored.
- Ensure that SLA agreements are created and signed off from both organisations, when working external partners.
- Complete administrative due diligence and ensure governance is in place in accordance with programme details and ensure projects are within budget and meeting expectations and KPIs.
- Monitor and evaluate projects in line with Trust outcomes ensuring accurate data and records are maintained and effectively used according to General Data Protection Regulations and ACT IT Policies.
- Hold regular review meetings with each partner and ensure that the Trust provides clear and efficient communication when required maintaining positive professional relationships.
- Work closely with Trust staff to share best practice across all provisions.
- Attend monthly area meetings.
- Create CPD workshops alongside regional manager to deliver to staff and apprentices.
- Promote Trust policies and procedures and ensure professional standards are adhered to across all areas of delivery from all staff working in schools.
- Produce regular reports and maintain comprehensive records regarding project development.
- Be responsible for the efficient use and careful husbandry of resources and Trust property including; vehicles, kit and equipment, hardware and facilities ensuring logs and inventories are kept up to date.
- Oversee the Health & Safety and Safeguarding procedures in your designated region and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.

Delivery

- Plan and deliver health sessions in line with ACT policies and procedures, reviewing as appropriate to ensure that they meet the standards expected.
- Deliver diverse and flexible sessions such as Walking Football, FIT Fans and Small sided leagues.
- Ensure that payments and consents are acquired from all participants before sessions - including all relevant health information.
- Offer flexibility to work evenings and weekends as needed.
- Reflect upon own delivery and session outcomes in order to improve quality and outcomes.
- Contribute to coaching delivery on school, after school and holiday provisions if needed.

Quality

- Participate in Argyle Community Trust CPD to support own development and development of others.
- Contribute to the organisation and delivery of CPD events if appropriate.
- Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around the health agenda.
- Work alongside Health Manager to deliver and undergo quality assurance checks.
- Uphold Argyle Community Trust's EDI policy and ensure the principles therein are applied.

PERSON SPECIFICATION	Essential Desirable	Application or Staff record or CV	Interview	Reference	Presentation/Task
Qualifications					
<ul style="list-style-type: none"> • Fitness Instructor or similar health-related training • DBS Clearance ready • Hold an up-to-date FA Safeguarding Children • Hold Basic First Aid for Sport (BFAS) qualifications or equivalent • Hold a Full and Clean UK Driving License • Additional sporting qualifications • Equality and Diversity Module • FA Level 1 coaching • FA mentoring course or equivalent • Additional NGB level 2 • Degree in related subject 	E E E E E E D D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓		
Knowledge and Understanding					
<ul style="list-style-type: none"> • Understanding of the current local and national health initiatives. • A passion for improving health outcomes within local communities. • Understanding of measuring impact in health provisions and sports development. • Current knowledge and understanding of the local health and social needs within Cornwall's demographic sectors. 	E E E E	✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓ ✓

<ul style="list-style-type: none"> • An understanding of delivering physical activity within a community context. • Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims. • Have experience of working in the health, sport or leisure industry. 	E	✓	✓		✓
	D	✓	✓		✓
	D	✓	✓		✓
Management Skills:					
<ul style="list-style-type: none"> • Ability to motivate and inspire participants, partners and staff about the life changing potential of health and social engagement initiatives. 	E	✓	✓	✓	✓
<ul style="list-style-type: none"> • Experience of successfully managing budgets and track record of delivering within budget. 	E	✓	✓	✓	
<ul style="list-style-type: none"> • Proven ability to communicate effectively with adults and children of all ages and develop partnerships. 	E		✓	✓	
<ul style="list-style-type: none"> • Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes. 	E		✓	✓	
<ul style="list-style-type: none"> • Respond positively to feedback and strive for high standards and excellence in all aspects of the role. 	E	✓	✓	✓	
<ul style="list-style-type: none"> • Challenge non-compliance and uphold Trust Policy and procedures. 	E		✓	✓	✓
<ul style="list-style-type: none"> • Evidence of successfully supporting and developing staff. 	D	✓	✓		
<ul style="list-style-type: none"> • Ability to engage and motivate a team of staff. 	D	✓		✓	
Communication:					
<ul style="list-style-type: none"> • Good standard of English in both written and verbal communication. 	E	✓	✓		✓
<ul style="list-style-type: none"> • Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way. 	E		✓		✓
<ul style="list-style-type: none"> • Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines 	E			✓	