

## Aberdeen FC Community Trust Job Description

<b>Name:</b>	
<b>Job Title:</b>	Health & Wellbeing Officer
<b>Line Manager:</b>	Team Lead – Health & Wellbeing
<b>Line Manager for:</b>	N/A
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
<p>This post sits within the Health &amp; Wellbeing Team, with the main role being to plan, implement, develop and evaluate community projects and initiatives. The role will also include the co – ordination of volunteers and sessional staff to support the activities.</p> <p>There may be a requirement to provide cover in other areas of AFCCT from time to time and, additionally, the postholder will be expected to spend significant time working on community projects to ensure consistent, high-quality delivery and safety is visible throughout.</p> <p>Working to engage with all relevant stakeholders including NHS; government; statutory and non-statutory organisations; other agencies; volunteers and sessional staff.</p> <p>To ensure that the Safeguarding and Health &amp; Safety of all staff and participants is central to our activities.</p>	
<b>Main Responsibilities/Description of Duties:</b>	
<ul style="list-style-type: none"> <li>Plan and develop further resources and content to support the delivery of projects, sessions, and events.</li> <li>Compliment Business Development activity by pro-actively seeking alternative funding opportunities and social enterprise opportunities.</li> <li>Provide support for those who wish to 3<sup>rd</sup> party fundraise for the Trust by providing them with the information, tools and resources at a high quality and efficient level.</li> <li>Support the delivery of fan engagement initiatives in partnership with the club to maximise opportunities for all to enjoy the game.</li> <li>Lead on project data collection, with set outcomes, and provide impact reports throughout the year measuring the difference community initiatives are making within the region.</li> <li>Ensure compliance with all aspects of AFCCT's Health and Safety Policy to take all reasonable care and attention for the health and safety of yourself, other employees and members of the local community who may be affected by relevant activities.</li> <li>Work regularly with sessional staff/volunteers to ensure that they fully understand their safeguarding obligations and work to support them in the implementation of all procedures and liaison with the Safeguarding Officer.</li> <li>Develop positive working partnerships with all stakeholders including NHS, governing bodies participants, local authorities, the wider community, internal team leads, staff and volunteers.</li> <li>To assist in the development of a consistently high quality of service delivery across all areas of AFC Community Trust.</li> <li>Develop and deliver programmes within the budgetary constraints and resources available to AFCCT.</li> <li>Take a lead role in endorsing and supporting the wellbeing of AFCCT staff.</li> <li>Management of mascot appearances in the community.</li> <li>Coordination of matchday activities.</li> <li>Pro-actively raise the profile of community initiatives and be an ambassador of the AFCCT values within the community.</li> </ul>	

- Any other duties as outlined by your line Manager.

#### Person Specification: Experience/Qualifications/Training/Personal Qualities

##### Essential:

- Experience of working in community engagement and or community programme delivery.
- Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals.
- Experience in developing and delivering bespoke programmes / initiatives.
- Previous experience of partnership/multi-agency working.
- Excellent communication skills, both verbal and written in a professional environment.
- Proven ability to work autonomously to meet targets and deadlines.
- Proven ability to work effectively as part of a team.
- Proven ability to work within budgets and deadlines.
- Computer literate, in particular Word, Excel and PowerPoint and an ability to be administratively self-sufficient.

##### Personal attributes:

- Commitment to performance, accountability and strong ethics of fairness and equality.
- Personality, conduct and credibility that engages and instils confidence and respect when representing AFCCT.
- Self-motivated, with ability to manage own workload, and to supervise the workload of others.
- Strong interpersonal skills.
- Willingness and flexibility to work unsociable hours including evenings and weekends, as required.

##### Desirable:

- Degree in Community Engagement, Social Sciences, Social Care, Health, Education or equivalent relevant subject.
- Experience of identifying and achieving relevant KPIs/targets.
- Full driving licence.

Signed by Employee:

Signed by Line Manager:

Date:

Date: