



# Lincoln City Foundation

Registered charity number: 1128464



**HEALTH & WELLBEING LEADER**

# LINCOLN CITY FOUNDATION

## OUR VISION

Happier | Healthier | Inspired Communities

## OUR MISSION

To work with Lincoln City Football Club and our key partners to inspire, empower and help individuals and communities to improve their physical, social and mental wellbeing.

## THE 3 E'S

At Lincoln City Foundation, we believe that people make the difference and accordingly, we don't just look for the usual job requirements. As well as being experts in their technical areas, all of our team members demonstrate and work towards a clear set of traits which differentiate us from the norm:

EXCEPTIONAL		
<b>MAKES A DIFFERENCE</b> <ul style="list-style-type: none"><li>• Have High personal standards and operate effectively</li><li>• Push boundaries to achieve success</li></ul>	<b>CAPACITY &amp; RESILIENCE</b> <ul style="list-style-type: none"><li>• Undertake multiple tasks and responsibilities to a high standard</li><li>• Overcome setbacks and disappointment, remaining positive in the face of adversity</li></ul>	<b>FORWARD THINKING</b> <ul style="list-style-type: none"><li>• Think ahead and prepare for future tasks and opportunities</li><li>• Seek and provide new ideas and solutions to overcome challenges</li></ul>
EDGE		
<b>PROBLEM SOLVING</b> <ul style="list-style-type: none"><li>• Demonstrate the ability to quickly absorb large quantities of information</li><li>• Resolve problems with practical solutions, being innovative when required</li></ul>	<b>SOUND JUDGEMENT</b> <ul style="list-style-type: none"><li>• Assess situations and understand the consequences of potential actions</li><li>• Balance quality, time and effort to deliver against priorities</li></ul>	<b>STREETWISE</b> <ul style="list-style-type: none"><li>• Work smart and demonstrates the know-how to win</li><li>• Develop key relationships and networks effectively</li></ul>
ENERGISING		
<b>INSPIRING &amp; RESPECTED</b> <ul style="list-style-type: none"><li>• Your opinion and advice is valued</li><li>• You will fire up loyalty and commitment</li></ul>	<b>MOTIVATES OTHERS</b> <ul style="list-style-type: none"><li>• People are compelled to work with you</li><li>• You use a range of influence styles to enthuse others</li></ul>	<b>FINDS A WAY</b> <ul style="list-style-type: none"><li>• You deliver results, within a team</li><li>• You develop and implement strategies to achieve positive outcomes</li></ul>

## WHY JOIN

# LINCOLN CITY FOUNDATION?

Lincoln City Foundation values its employees and aims to be an employer of choice. It is important to the Foundation to cultivate an environment of development and progression therefore actively encourage staff training (internally and externally), networking and opportunities to support a pathway for those that show initiative, innovation and dedication.

We look for individuals to enhance our team creativity, ambition and dynamic. We welcome those who are passionate, adaptable, high performing and target driven.

As a community-led charity we want our workforce to reflect the make-up of the individuals we engage with. We consider ourselves to be a family friendly, responsible employer and can offer flexible working patterns. We welcome applications from a variety of backgrounds and abilities.

For more information on the Foundation please take a look at our strategy, vision and mission available on our website.

## Inclusivity

Lincoln City Foundation welcomes applications from all individuals and communities. Only information relevant to the role defined in the job description will be used in the selection process and personal data is retracted to remove unconscious bias.

No terminology in the advert you have seen is intended to discriminate on the grounds of age, gender, race, religion, disability or sexual orientation.

## WHAT DO YOU GET IN RETURN?

If you are successful, you can look forward to a healthy benefit package:

- FTE 23 days holiday per year plus bank holidays
- Free Lincoln City FC home fixture tickets
- Flexible working options
- Free onsite parking (non-matchday)
- Access to Company Pension Scheme
- Free Children's Holiday Club
- Long service recognition scheme
- All team CPD and organised social events



# ROLE OVERVIEW

Lincoln City Foundation is committed to creating and providing opportunities that inspire and empowers individuals and communities to develop and improve their physical, social, and/ or mental well-being. We strongly believe in the power of sport and physical activity and leveraging the power of Lincoln City Football Club, the English Football League Trust, and Premier League, to inspire individuals to be more active, promoting long term health benefits, developing skills for life, and reducing inequalities.

The role of a Health and Wellbeing Leader is to plan, co-ordinate, deliver, and evaluate a range of activities and programmes with the aim of improving physical health, social connection, and mental wellbeing of residents living in the Theddlethorpe, Mablethorpe and Withern region of Lincolnshire.

The role will be home based; however, the successful candidate will also have access to a work base at the LNER Stadium in Lincoln. The role may include working evenings and weekends and on seasonal events as and when required.

## Key Responsibilities:

- Work to provide safe, engaging, and high-quality physical activity provision and wellbeing support pathways to all Foundation participants
- Enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement
- Develop and lead sessions and be responsible for the delivery of content, administration, data collection, relevant equipment and participant contribution and involvement.
- Connect with other organisations and agencies to ensure the services are an integral part of the wider referral pathways for participants and valued by external partners.

<b>Job Title</b>	Health & Wellbeing Leader
<b>Contracted Hours</b>	22 hrs per week, you may be required to work outside of normal office hours, at evenings and weekends
<b>Location</b>	Home Based – covering the Theddlethorpe, Mablethorpe and Withern region of Lincolnshire
<b>Salary</b>	£13,993 - £15,035 (FTE £23,534 - £25,286)

# ROLE SPECIFIC RESPONSIBILITIES

- To deliver physical activity sessions and wellbeing activity within the objectives defined by the programme funder and/or aims set by the Head of Department
- To support the Head of Department in the provision of data and feedback required to report to the programme funder, including having awareness of and contributing towards the programme KPIs
- To be responsible for ensuring all areas of session delivery are completed to a high standard, including administration, required paperwork and data collection
- To establish positive relationships and links with people within the target region by adhering to the high standard of customer service required of all Foundation staff
- To connect with relevant organisations and agencies to develop referral pathways for participants and create and nurture partnership relationships
- To work with the communications team to showcase programme engagement and successes, collecting imagery and content regularly with a clear vision of purpose
- To ensure the required health & safety, welfare, and supervision of participants throughout session delivery in line with Foundation policies and procedures
- To carry out appropriate checks on equipment, venues, and facilities and to administer the necessary procedures for any incident or accident that occurs to any participant under the Foundation's supervision
- To respond to enquiries from customers and stakeholders in a professional, informed and promptly manner (including via email and telephone)
- To report to the Head of Department responsible for the programme area on the progress and development of the sessions regularly
- To ensure that GDPR/Data Protection legislation is adhered to and participant data to handled respectfully and shared only in line with organisational policy
- To act as an ambassador both for health and wellbeing delivery and for the Foundation, encouraging positive participation for all

# GENERAL RESPONSIBILITIES

- Compliance with all Lincoln City Foundation policies and Procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunity strategies of Lincoln City Foundation
- To operate under and contribute to embedding the Foundation's Values and Behaviours across the organisation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.



# PERSON SPECIFICATION

## EDUCATION / QUALIFICATIONS

	ESSENTIAL	DESIRABLE
Level 2 or equivalent qualification in Sport, Fitness and/or Personal Training	✓	
Level 3 or equivalent qualification in Sport, Fitness and/or Personal Training		✓
Level 4 or equivalent qualification in Sport, Fitness and/or Personal Training		✓
Educated to degree level in a relevant subject area		✓
Hold a recognised Level 2 Coaching Qualification / Sports Coaching / Sports Instruction Certification	✓	
Safeguarding Certificate	✓	
Emergency First Aid Certificate	✓	

## KNOWLEDGE & EXPERIENCE

	ESSENTIAL	DESIRABLE
Minimum of 2 years experience of working in the physical activity, fitness, or sport sector as a lead or assistant coach / instructor	✓	
Experience of working with volunteers and participant-led groups		✓
Experience of completing monitoring reports and using data collection and evaluation tools		✓
Able to show an understanding of common health conditions and how physical activity can contribute to preventing or reducing occurrence	✓	
Possess knowledge of the key components of a healthy lifestyle and how to implement these to form good habits	✓	
Demonstrate a proven track record of delivering high quality provision to a diverse participant group	✓	
Experience of working and supporting adults to achieve personal aspirations and health goals	✓	
Experience of working with specialist population groups, such as those living with a long-term health condition	✓	
Knowledge of the barriers faced by individuals to health and wellbeing activities, and experience of engagement and positive intervention	✓	

## SKILLS & ABILITIES

	ESSENTIAL	DESIRABLE
Committed, self-motivated and driven with the ability to work on own initiative whilst contributing to the team's success	✓	
Ability to communicate and engage with others (regular contacts may include staff, stakeholders, participants, and parents/carers)	✓	
Ability to plan and organise to a high standard and prioritise own workload, performing under pressure and meet deadlines	✓	
Focused to achieve against Key Performance Indicators and creating opportunities for positive experiences and meaningful impact for participants	✓	
Committed to high quality delivery and customer service with an understanding of participant needs	✓	
Demonstrate skills of supporting individuals through a personal journey or recovery, and the ability to address an individual's needs	✓	

## EQUALITY & DIVERSITY

	ESSENTIAL	DESIRABLE
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	✓	
Able to work within a diverse community and draw on individual strengths to promote equality and diversity	✓	

## OTHER

	ESSENTIAL	DESIRABLE
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	✓	
Clean driving licence and access to a vehicle	✓	
Strive to achieve and work towards Lincoln City Foundation's vision and mission statements	✓	





# HOW TO APPLY?

Closing date: **23 September 2024**

Start date: **04 November 2024**

All applications must be completed using the Foundation application form for this role which can be found on our website: [www.lincolncityfoundation.com](http://www.lincolncityfoundation.com) and returned to [hr@lincolncityfoundation.co.uk](mailto:hr@lincolncityfoundation.co.uk)

We do not accept CV's and cannot keep such documents on file

We anticipate interviews for this role will take place on:

**Wednesday 02 October 2024**

Should an adequate number of applications be received prior to the closing date, Lincoln City Foundation reserve the right to remove this advert.

As an employer we are happy to explore flexible working options to suit your work life balance.

If you would like an informal discussion, or wish to find out more about the role, please contact Alice Carter at [alice.carter@lincolncityfoundation.co.uk](mailto:alice.carter@lincolncityfoundation.co.uk) or call 01522 563792.

Lincoln City Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

All offers of employment will be subject to satisfactory references, a clear DBS and the necessary safer recruitment employment checks.





Lincoln City Foundation, Co-Op Community Hub, LNER Stadium, Lincoln, LN5 8LD

T: 01522 563792 E: [enquiries@lincolncityfoundation.co.uk](mailto:enquiries@lincolncityfoundation.co.uk)

[www.lincolncityfoundation.com](http://www.lincolncityfoundation.com)

## Lincoln City Foundation Application for Employment/Volunteering

Thank you for considering a position at Lincoln City Foundation. Please complete this application form in full should be completed in full using the specific Job Description for the role.

### Section 1 – Vacancy Details

<b>Post Title</b>	Health & Wellbeing Leader		
<b>How did you hear of this vacancy?</b>		<b>Job Ref:</b>	24251HWL

### Section 2 – Personal Details

<b>Surname</b>	
<b>First Name(s)</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>Home Tel. No.</b>	
<b>Mobile Tel. No.</b>	
<b>Email</b>	

### Section 3 – Residency and Eligibility to work in the UK

The sole purpose of this section is to establish your eligibility to work in the UK				
<b>Do you hold a UK passport?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you hold a passport from an EU, EEA country or Switzerland?</b>	<b>Yes</b>		<b>No</b>	
<b>Have you lived in the UK continuously for the past 3 years?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you have the legal right to work in the UK?</b>	<b>Yes</b>		<b>No</b>	
<b>Provide details of your work permit / visa</b>				

### Section 4 – Driving License

Do you hold a current, full UK Driving License?	Yes		No	
Details of current / pending penalty point endorsements				

### Section 5 – Training and Development

Details of Course	Date completed / Date pending

### Section 6 - Education

University / College / School / Other	Subject	Grade Achieved

**Section 7 – Membership of Professional Bodies**

Professional Body	Qualification / Grade of Membership	Membership Number (if applicable)

**Section 8.1 – Employment Details**

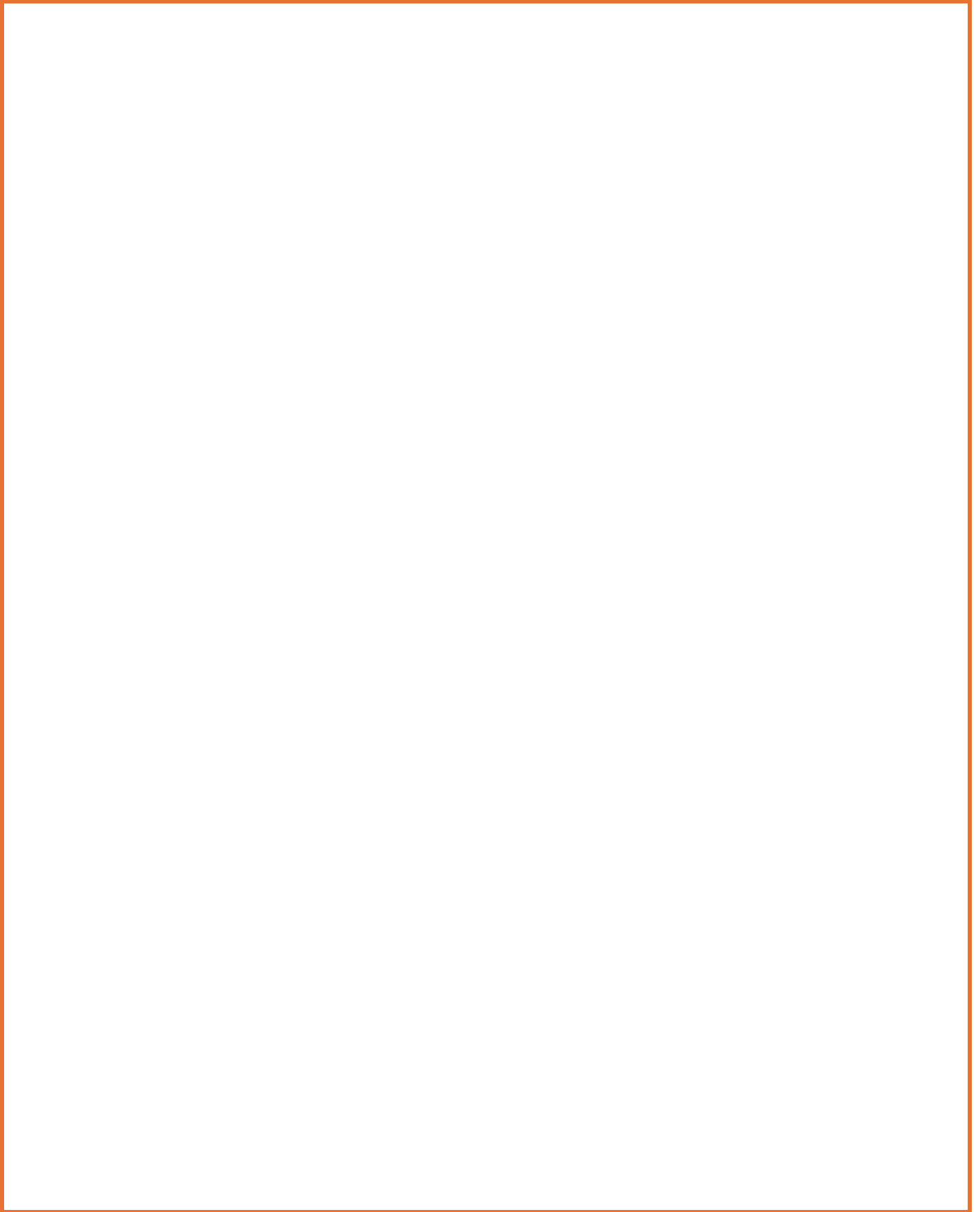
<b>Name of Current / Most Recent Employer</b>				
<b>Address</b>				
<b>Job Title</b>				
<b>Salary</b>				
<b>Notice Required</b>				
<b>Dates of Employment</b>	<b>From</b>		<b>To</b>	
<b>Reason for leaving (if applicable)</b>				
<b>Provide a summary of your main duties and responsibilities in this role</b>				

**8.2 - All Previous Employment**

From	To	Name of Employer	Position Held	Reason for leaving or gap in employment

**Section 9 - Evidence in Support of Application (max = space provided and in Ariel min size 11)**

Please use the space provided to evidence your suitability for the role applied for. The information provided will be assessed against the competencies required for the role and used when shortlisting applicants for interview.





**Section 10 – Reference**

Please note: at least one of your references should be from your current/most recent employer. Referees will be contacted at point of employment offer.

**Referee One**

<b>Full Name</b>	
<b>Job Title</b>	
<b>Employer / Company Name</b>	
<b>Contact Tel. No.</b>	
<b>Email Address</b>	
<b>How long have you known this referee?</b>	
<b>Known to you in what capacity?</b>	

**Referee Two**

<b>Full Name</b>	
<b>Job Title</b>	
<b>Employer / Company Name</b>	
<b>Contact Tel. No.</b>	
<b>Email Address</b>	
<b>How long have you known this referee?</b>	
<b>Known to you in what capacity?</b>	

## Section 11 – Declaration

The following section is to be completed by any persons involved with or applying to be part of Lincoln City Foundation. This form provides the Foundation with a signed declaration prior to undertaking a relevant DBS Check if successful in obtaining a position with the company.

Self-Disclosure	Yes	No
Have you been convicted of any offence or had a conviction, caution or bind over order, or is a prosecution pending related to children, any offence under the Sexual Offences Act, any offence involving violence of any nature or drug related offences? <b>NOTE:</b> The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or on the following link: <a href="https://www.gov.uk/guidance/new-filtering-rules-for-dbs-certificates">New filtering rules for DBS certificates (from 28 November 2020 onwards) - GOV.UK (www.gov.uk)</a>		

**If the answer to the above questions is Yes, you will be asked to provide further information if you are selected for interview.**

### Important Information

- I have read and understand the declaration form regarding the completion of this form
- I hereby consent to the Foundation undertaking Disclosure & Barring Service and / or Social Services and other relevant third-party checks in connection with the self-declaration
- I understand that information contained on this form, the results of police and social services checks and information supplied by third parties, will be recorded by the Foundation
- I understand that incomplete or false information may lead to the job offer being declined
- I understand that I must inform the Foundation immediately of any matter, relating to the questions above, during the term of engagement and that this information may lead to Lincoln City Foundation acting for reasons relating to Safeguarding and Welfare.

### Signature:

I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal. **You will be asked to sign this declaration at interview.**

Signed

Print Name

Date