



Wakefield Trinity Community Foundation

Role Profile

Description: Head of Health, Wellbeing & Inclusion

Job Title	Head of Health, Wellbeing & Inclusion
Salary	Competitive
Location	Wakefield Trinity, The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY
Hours of work	Flexible working hours apply + weekend and evening commitments as required
Responsibility to	Head of Foundation
Contractual Status	Fixed Term – 2 years (will likely be extended, subject to funding)
Strategic Aims	<p>Wakefield Trinity Community Foundation aim to deliver projects in the heart of the community by harnessing the power of sport, health and education to make a lasting, positive impact on individuals' lives.</p> <p>The Wakefield Trinity Community Foundation delivers a range of projects under the four principles of Sport, Health, Inclusion and Education. Sport is an engaging tool that allows our staff to work with a whole range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.</p>
Strategic Aims of Role	<p>The Head of Health, Wellbeing & Inclusion will manage specific projects that have been commissioned by funding providers to be delivered in the local communities of the Wakefield District and surrounding regions.</p> <p>They will develop, plan, co-ordinate and manage each project in partnership with their team of Officers, with monitoring and reporting a key focus of responsibility.</p> <p>The Head of Health, Wellbeing & Inclusion will report directly to the Head of Foundation. They will ensure a positive working relationship with Community Foundation Management, employees and Wakefield Trinity RLFC staff. They will ensure that all sessions are delivered to a high standard, providing teaching resource and lesson plans if required.</p>
Key Responsibilities	<ul style="list-style-type: none"> ▪ Lead on the co-ordination and delivery of multiple projects, ensuring adequate monitoring and reporting is completed within timescales provided. ▪ Link participants to sustainable projects either internally or externally. ▪ Record observations and create case studies – Build evidence to secure further funding. ▪ Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times. ▪ Maintain a positive relationship with key agencies such as HM Prison Service, West Yorkshire Police, WY Violence Reduction Unit, NHS Wakefield CCG, Live Well Wakefield, Wakefield Council Public Health, Sport England and others. ▪ Form a close working relationship with Foundation Media Executive to develop case studies and capture content showcasing the impact of the work undertaken.

Additional Responsibilities

- Additional work for the Wakefield Trinity Community Foundation as requested by line manager.
- Assist with 'Game Day' activities as required.
- Attendance at all core Wakefield Trinity Community Foundation events and activities as required.
- Attendance on courses to upskill and meet safeguarding standards.
- Additional duties as required by Wakefield Trinity RLFC.

Skills Required

Please see full breakdown in 'Person Specification' document.

Qualifications Required

Please see full breakdown in 'Person Specification' document.

**I have received the role profile and accept its description and conditions.
I understand my role profile may change and I will be given sufficient notice of the changes.**

Name _____
Signed _____
Position _____
Date _____

Name _____
Witness Signed _____
Position _____
Date _____

Wakefield Trinity Community Foundation



Address: Wakefield Trinity RLFC, The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY

Telephone: 01924 211611 **Website:** www.wakefieldtrinityfoundation.co.uk

Twitter: @WTrinityRL @WComFoundation **Facebook:** WakefieldTrinityRL

Company number: 05899518 - **Registered Charity Number:** 1119077

