



# Wakefield Trinity Community Foundation

## Role Profile

### Description: Project Officer

<b>Job Title</b>	Project Officer (Full time)
<b>Salary</b>	£19,000 - £21,000 per annum (depending on experience)
<b>Location</b>	Wakefield Trinity, The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY
<b>Hours of work</b>	37.5 hours per week – Flexible working hours with evening and weekends required
<b>Responsibility to</b>	Head of Health, Wellbeing & Inclusion
<b>Contractual Status</b>	Fixed Term – 12 months (could be extended subject to funding)

<b>Strategic Aims</b>	<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 our four principles of Sport, Health, Inclusion and Education. Sport is an engaging tool that allows our staff to work with a range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.</p>
<b>Strategic Aims of Role</b>	<p>The Project Officer will manage specific projects around Health, Wellbeing and Inclusion, which are to be delivered within the local community.</p> <p>The Project Officer will report directly and work closely with the Head of Health; Wellbeing &amp; Inclusion to make sure all projects are of high standard. They will also need to have a positive working relationship with the Community Foundation Management team, employees and Wakefield Trinity RLFC staff.</p>

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead on the planning and delivery of multiple health, wellbeing and inclusion projects, ensuring adequate monitoring and reporting is completed within timescales provided.</li> <li>• Signpost participants to sustainable projects either internally or externally.</li> <li>• Record observations and create case studies.</li> <li>• Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times.</li> </ul>
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with 'Game Day' activities as required.</li> <li>• Attendance at core Wakefield Trinity Community Foundation events as required.</li> <li>• Contribute fully to the wider work of the Foundations organisational priorities.</li> <li>• Additional duties as required by Wakefield Trinity RLFC.</li> </ul>

## Skills and abilities

- Diligent and professional
- Excellent time and task management skills with good attention to detail
- IT literate
- Highly self-motivated with the ability to work independently and act on own initiative
- Flexible with a positive outcome focused approach to problem solving
- Collaborative worker with the ability to work within a team and develop partnerships (both internally and externally)
- Ability to communicate effectively in a variety of ways to different audiences
- Ability to provide proactive customer service (both internally and externally)
- Demonstrates respect for diversity and equality of opportunity to actively promote an inclusive environment
- Demonstrates commitment to own learning and continuous improvement through training and development

## Requirements

### Essential

- Level 2 Gym Instructor or Personal Trainer.
- A full UK driving licence and own vehicle.

### Desirable

- Mental Health qualification or experience.
- NGB Level 1 Coaching Qualification.
- Experience in working with people who have a disability.
- Safeguarding.
- First Aid.



# Wakefield Trinity Community Foundation

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

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