

The Pars Foundation

Health & Wellbeing Project Officer (P/T)

Recruitment Pack



Your Club Your Community

JOIN OUR TEAM! - Health & Wellbeing Project Officer (P/T)

Established in 2013, The Pars Foundation is an independent, registered charity (SCO43970) which uses the power of sport and the name of Dunfermline Athletic Football Club to drive positive change within our communities. We deliver an increasingly diverse range of projects and initiatives across sport (football in particular), health, inclusion, education, and employment and work hard to create new opportunities and breakdown barriers to participation

“Our Mission” is to understand our communities and their needs and to develop effective partnerships with other local agencies so that we work together to change lives for the better.

“Our Vision” is that the Pars Foundation provides vital support needed to improve life chances across our communities.

Would you like to join us and be part of the team that delivers that vision? Are you passionate about empowering people to improve their lives?

Job Title: Health & Wellbeing Project Officer (P/T)

Reports To: Health and Wellbeing Manager

Location: KDM East End Park

Contract: Part-Time 16 hours per week. Flexibility is expected and offered, due to the nature of the post some evening and weekend work is required

Job Purpose:

The job purpose is to develop the Foundation’s profile and create new opportunities across Dunfermline. To assist with the growth of the current health and wellbeing programmes. The post holder will support the Health and Wellbeing Manager and local partners to plan, lead and deliver a framework of projects within Dunfermline that improve outcomes for members of the community.

Benefits:

The post of Health & Wellbeing Project Officer has a very competitive salary which will be regularly reviewed in line with our performance and review structure.

The postholder will also qualify for the following benefits:

- Flexible working structure
- A generous pension.
- Mileage allowance and free on-site parking (non-matchday)
- Access to bespoke CPD from our partners including, SPFL Trust, SFA, NHS Scotland and other key partners.
- Company laptop
- Pars Foundation staff kit appropriate to this role.
- Invitations to DAFC club events
- DAFC Season Ticket

Are you eligible?

To be eligible for shortlisting a candidate must meet the essential criteria (listed below)

How To Apply:

If you meet the essential criteria (as a minimum) and are interested in applying, please send your completed application form (attached) to Stewart@parsfoundation.co.uk or post marked “private and confidential”, to Stewart McGuire, Health and Wellbeing Manager, The Pars Foundation, KDM Group East End Park, Halbeath Road, Dunfermline, KY12 7RB.

Closing Date for applications:

Please note that the job will be subject to satisfactory references and PVG check.

We are a diverse organisation that respects differences in race, disability, gender identity, sexual orientation, faith, background, or personal circumstance, and we welcome all suitable applications. We strive to ensure that everyone feels valued and included and can fulfil their full potential. The Pars Foundation is opposed to any form of discrimination and commits itself to the redress of any inequality by taking positive action as appropriate.

JOB DESCRIPTION

Post Details	
Job Title:	Health & Wellbeing Project Officer
Reports To:	Health and Wellbeing Manager
Location:	KDM Group, East End Park, Halbeath Road, Dunfermline KY12 7RB. Some Travel Locations in Dunfermline and West Fife
Hours:	Part-Time 16 hours per week. Flexibility is expected and due to the nature of the post, occasional evening and weekend work be necessary. Work pattern open to discussion
Primary Job Purpose:	The Health & Wellbeing Project Officer will be responsible for delivering our health and wellbeing programmes that strengthen the connection between The Pars Foundation and our local community. This individual will play a crucial role in fostering positive relationships, promoting community initiatives, and enhancing the club's social impact. Supporting the Health & Well-Being Manager on the delivery of programmes and partner engagement.
Salary:	

Duties & Responsibilities
<p>Key skills and responsibilities will include:</p> <ul style="list-style-type: none">· To support the planning and delivery of the health and wellbeing programmes..· To work with participants to develop behaviour/positive lifestyle changes.· To support the Health & Wellbeing development of the departments, initiatives, future opportunities, and project evaluation.· To liaise with participants, partners, parents/guardians to support the delivery of the programmes.· To build relationships with key local partners across Dunfermline & Fife.· To help with the delivery of the SPFL Trust project, Football Fans in Training.· Reporting to the Health and Wellbeing Manager. <p>We are looking for an individual who is passionate about the health and wellbeing sector with a proactive attitude. You will have to be available to work early mornings, evenings and weekends to support with the programme delivery.</p>

Education/Qualifications	Essential	Desirable
A Degree or relevant qualification (in a relevant subject area)		✓
Current First Aid Certificate (or willingness to update)	✓	
Current Safeguarding certificate (or willingness to update)	✓	
FFIT and other SPFL wellbeing trainer qualifications		✓
Mental Health First Aider certificate		✓
SFA and Physical Activity qualifications		✓

Knowledge and Experience	Essential	Desirable
Experience of working in the health and wellbeing and or social care sector or within the health and wellbeing arm of a community foundation	✓	
Experience of programme design, delivery, and impact measurement.	✓	
An in-depth knowledge of healthy eating, physical activity and healthy lifestyles and experience of promoting health and well-being programmes	✓	
Experience of designing and working towards performance targets		✓
An ability to build relationships and work collaboratively with a range of partners	✓	
Knowledge of the funding system and experience of completing funding applications.		✓
A proven understanding of the SPFL Trust and the Pars Foundations strategic aims and objectives		✓

Equalities	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with the Pars Foundation's Equality and Diversity policy	✓	
Ability to lead on ensuring equality, diversity and inclusivity are embedded into all health and wellbeing programmes	✓	

Skills and Competences	Essential	Desirable
Ability to educate and inspire people to make positive choices to improve their lives	✓	
Ability to communicate with all potential contacts (staff, managers, public of all ages) whilst presenting a professional image	✓	
Ability to ensure the delivery of effective and safe activities that fulfil project objectives and meet clients' needs	✓	
Ability to engage, motivate, inspire, and mentor people to achieve their goals	✓	
Excellent level of ICT literacy and knowledge of Microsoft packages e.g., Word, Excel, Teams and Outlook	✓	
Commitment to ensuring the provision of exceptional customer care	✓	
Ability to engage with people from all backgrounds and to communicate the vision and values of the Pars Foundation appropriately and professionally	✓	
Flexibility to occasionally work outside normal working hours e.g., evenings and weekends to meet the needs of the community	✓	
Must hold a full UK driving license and have access to own transport	✓	

Other Qualities and Behaviours	Essential	Desirable
Is consistently professional and approachable, with excellent communication skills.	✓	
Works well as part of a team, whilst also able to work individually and autonomously	✓	
Is self-driven and motivated with a desire to make a real difference to people's lives and within the local community	✓	
Shows ability and commitment to achieving objectives within agreed timescales.	✓	
Sets personal goals and evaluates own progress. Is receptive to feedback about own behaviours, strengths, and areas for improvement.	✓	
Displays a high level of confidentiality	✓	
Demonstrates flexibility and willingness to learn	✓	