

# The Pars Foundation

Project Officer (F/T)

Recruitment Pack



Your Club Your Community

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

**Reports To:** Health and Wellbeing Manager

**Location:** KDM East End Park

**Contract:** Part-Time 37 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 Project Officer will develop and lead a number of community projects including, Employability, Education, and Health and Wellbeing. The community based initiatives aimed at supporting multiple generations will assist individuals through the courses by delivering a number of community related projects. Using football as a foundation, you will promote positive physical and mental health while addressing community health priorities such as inactivity, mental health and social inclusion.

### **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](mailto: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	
<b>Job Title:</b>	Health & Wellbeing Project Officer
<b>Reports To:</b>	Health and Wellbeing Manager
<b>Location:</b>	KDM Group, East End Park, Halbeath Road, Dunfermline KY12 7RB. Some Travel Locations in Dunfermline and West Fife
<b>Hours:</b>	Full-Time 35 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
<b>Primary Job Purpose:</b>	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.
<b>Salary:</b>	£23,308

Duties & Responsibilities
<p>Key skills and responsibilities will include:</p> <p><b>Employability:</b></p> <ul style="list-style-type: none"><li>• To support individuals to access training, skills development and employability opportunities.</li><li>• You will lead, recruit and evaluate the programme ensuring measurable outcomes.</li><li>• Build relationships with local employers, training providers and community organisations.</li><li>• Represent the Foundation at community and stakeholders events to promote our employability projects.</li></ul> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>• To support individuals to access projects, such as literacy numeracy and personal development workshops.</li><li>• To deliver education and skills development programmes to young people, families and adults</li><li>• Collaborate with schools and community organisation's to scope needs for development of programmes.</li><li>• Build and maintain relationships with Schools, Colleges, Local Councils and Community Organisations.</li><li>• Represent the Foundation at Education and community events to promote our educational projects.</li><li>• To deliver projects aimed at improving Health &amp; Well-Being to have impact in meeting physical and mental health outcomes.</li></ul> <p><b>Social Inclusion Groups</b></p> <ul style="list-style-type: none"><li>• To deliver projects which focus on supporting individuals living with Alzheimer's disease or dementia and their families and carers.</li><li>• Deliver a programme of football memories sessions and support groups. Provide a welcoming and supportive environment that encourages connections and community.</li><li>• Build relationships with local health organisations to enhance programme reach.</li></ul>

- Represent the Foundation at carers events and promote our activities to potential participants and partners.

#### Health & Wellbeing

- Assisting the Health and Wellbeing manager to plan and deliver health and wellbeing initiatives, including physical activity sessions, mental health support groups and social inclusion projects.
- Create a welcoming environment that fosters community and collaboration.
- Represent the Foundation at Health and Wellbeing events.

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 in developing and delivering programmes for groups and individuals	✓	
Strong communication and interpersonal skills and the ability to engage diverse audiences.	✓	
Demonstrate ability to work independently and as part of a team.	✓	
Strong organisational skills with the ability to manage multiple priorities	✓	
Empathy, patience and the ability to build trusting relationships with participants.	✓	
Knowledge of the funding system and experience of completing funding applications.		✓
A desire for football and an understanding of its potential to inspire and connect people.		✓

Knowledge and Experience	Essential	Desirable
Experience in working in the sports sector, education or community environment.		✓
Knowledge of employability and training pathways.		✓
Experience in delivering health and wellbeing programmes		✓
Qualifications in teaching, education, youth work or a relevant field.		✓

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	✓	