



Foundation

Health and Wellbeing Manager

Contract type:	Two-years, full time (37.5 hours)
Reports to:	Deputy Head of Foundation
Responsible for:	Active Through Football Coordinator Boro Health Bus Coordinator Health and Wellbeing Coordinator
Location:	Riverside Stadium, Middlesbrough Herlingshaw Centre, South Bank Loftus Office, Loftus
Working arrangements:	One day working from home may be possible, flexible hours. Occasional evening and weekend work required, including match days.
Salary:	£30,000
Benefits:	<ul style="list-style-type: none">• Flexible working arrangements• 25-days holiday per annum plus bank holidays• Health Shield care plan• 20% discount at Middlesbrough FC Retail Shop• Company pension scheme• Cycle to Work scheme• Equipment such as laptop, mobile and branded kit• Free car parking at MFC Foundation sites• Training and development support and offer• Employee of the Month / Core Values Awards

Overview

This new role will manage the Health and Wellbeing team and programmes for Middlesbrough FC Foundation (MFC Foundation). The role will work with a range of local and national partners including Football Foundation, EFL Trust and South Tees Public Health to enhance our range of programmes and create new health and wellbeing initiatives to meet the local priorities and needs, as well as identifying further opportunities with private, public and voluntary sector organisations. The role will manage both programmes and delivery teams, ensuring all services are delivered to a consistently high quality and good value for money. Within the role, there are requirements to develop further funding opportunities to deliver more programmes, work with local partners within health and wellbeing as well as ensuring quality assurance, monitoring and evaluation are in place and of high quality for the programmes.

Who we are

MFC Foundation is the independent charity of Middlesbrough Football Club (MFC), established in 1996 by club Chairperson Steve Gibson. The Foundation's mission uses the power of the MFC to deliver bespoke programmes providing opportunities to raise aspirations and improve the life chances of people across our local community. Our mission is underpinned by our core values of quality of service, continuous improvement, communication, team work and inclusion.



Foundation

This is an exciting and unique opportunity to be involved in a growing and passionate team within an award-winning charity. In this role you will use the influence of sport to deliver positive change in the lives and behaviours of under-represented or vulnerable groups and individuals within the local community. You will impact our communities and help create a more inclusive, welcoming and supportive environment for all. The role oversees our strategic theme of Health and Wellbeing to improve the health and wellbeing of the local community by providing programmes, which are designed to promote healthy living. This will initially be through three core programmes; Active Through Football funded by the Football Foundation, FIT Boro and Move and Learn funded by the EFL Trust and the Foundation's own Boro Buses.

As a Foundation we are committed to safeguarding, welfare and inclusion. Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. Alongside MFC, we are committed to an equality, diversity and inclusion as highlighted by our RiversideBySide initiative. MFCF is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

The role

- Manage a team of staff, including Coordinators and Project Workers, focusing on quality and continuous improvement of programme delivery and progress towards targets and outcomes within the health and wellbeing programmes
- Oversee programmes delivered under the MFC Foundation Health and Wellbeing Team, such as Active Through Football, FIT Boro, Move and Learn and Boro Health Buses.
- Oversee the performance management of team staff against individual key performance indicators, outcomes and overall performance. And if necessary take corrective action.
- Coordinate staff delivery, including casual coaches, which may include cover for programmes.
- Provide regular updates to the Deputy Head of Foundation and partners, as and when required.
- Work with partners, key stakeholders and external agencies (public, private and voluntary sector) at a senior level to implement new health and wellbeing initiatives through additional funding opportunities which meet the Foundation's strategic objectives.
- Manage overall team budgets, including ensuring individual programme budgets are on track and within funder requirements
- Experience of developing grant applications and working with the Deputy Head of Foundation to identify and submit relevant grants, funding applications and tenders.
- Liaise with national and local funders and partners to ensure funding requirements are being met if not exceeded. And where possible, work to extend contracts or develop sustainable delivery models.
- Sit on relevant external strategic groups and ensure that the Foundation is represented within local, regional and national networking, partnerships and strategic events within the health and wellbeing sector.
- Consult with the Designated Safeguarding Officer to understand, support, apply and promote the complex safeguarding and risk requirements of delivery.
- Working with the Data and Impact Coordinator and PR and Media Manager to review and analyse programme performance to ensure delivery is on track and to best communicate the impact of MFC Foundation programmes on participants.
- Demonstrate a strong commitment to inclusive practices, adapting resources and engagements to ensure equal opportunities for all



Foundation

- Working with the Data and Impact Coordinator, manage and monitor data protection across areas of work.
- Consult with the Health and Safety Officer to understand and support the health and safety needs and risk assessments of delivery
- Develop and maintain effective and positive relationships with key stakeholders and partner organisations, including identifying new opportunities for MFC Foundation
- Promote the vision, mission and core values of MFC Foundation
- Promote change and positively challenge discrimination
- Work with other projects and teams to contribute to a coordinated approach including continuous professional development, quality assurance, training and events.

Requirements for the role

- Experience of managing and developing staff
- Experience of budget management
- Excellent knowledge of the wide health and wellbeing sector, both locally and nationally.
- Experience of multiple simultaneous project management including excellent time management and ability to meet deadlines
- Experience of data and outcome management, including excellent IT skills to include knowledge of report writing and online data reporting.
- An understanding and passion for improving the health, ability, opportunity and dignity of disadvantaged people and under-represented groups or individuals in our communities
- An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed
- Excellent verbal and written communication skills and an ability to adapt communication methods to best engage within a variety of settings
- Commitment to supporting match day's on occasion.

Person Specification

Essential

- Extensive operational knowledge of the health and fitness sector and an understanding of behaviour change interventions.
- A degree or relevant qualification in a related health and wellbeing subject.
- A valid driving licence, with access to own transport with business insurance and willingness to travel within the Tees Valley
- Eligible to work in the UK
- A professional attitude and positive work ethic
- Strong administrative, organisational and IT skills
- Ability to work collaboratively as part of a team and with partners
- An understanding of and commitment to equality, diversity and inclusion and how they relate to the role

Desirable

- Knowledge of Tees Valley area and where possible in relation to health and wellbeing
- Project management experience and/or qualification
- Experience delivering health and wellbeing sessions
- Emergency First Aid and Mental Health First Aid qualifications
- Safeguarding qualification



How to apply

This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

To apply for the role, please supply an up-to-date CV with your preferred contact details and a supporting letter of no more than two pages, which fully addresses the criteria in the job description. Shortlisted candidates will be required to complete an application form on selection for interview.

Applications to be sent via email to recruitment@mfcfoundation.co.uk following which an Equality Monitoring Form must be completed.

Closing date for applications: Friday 28 April 2023

Stage 1 Interview date and location: Wednesday 10 May 2023, Riverside Stadium, Middlesbrough, TS3 6AE

Owing to the high volume of applications expected, if we have not contacted you within two-weeks of the closing date, please assume that you have not been shortlisted for interview.

MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

MFCF is also committed to the safeguarding of vulnerable groups.