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| WLCT-IHL-horizontal-CMYK | Role Profile |

**Job Title:** Selby Wellbeing Lead

**Post:** IHL043

**Service:** Wellbeing

**Responsible To:** Head of Wellbeing (reports to Health Lead)

**Responsible For:** Produce Leads & Co-ordinators

Delivery workforce

Casual Instructors

Volunteers

Apprentices

**Grade:** SCP 47 - 59

**Hours of Work:** 37 hours per week. The hours are in accordance with the needs and demands of the Service according to the season. Evening and weekend work are part of the requirements of the post.

**Work Location:** Selby Leisure Centre

**Job Purpose** To be responsible for the management and delivery of a specific range of programmes in a product area. To coordinate operational delivery, meeting compliance, standards and quality, reporting on performance, budget management, HR management of the team, dealing with issues, product development, to lead and have the ability to develop bids for product remit. To lead and manage client, customer and partner relationships.

**Key Accountabilities:**

1. Responsible for the management and delivery of a specific range of programmes in a product area.
2. Coordination of operational delivery.
3. Responsibility for meeting compliance, standards and quality on a day to day basis and regular reporting on performance.
4. Operational budget management.
5. HR management of the team including training and skills development and appraisal.
6. Dealing with customer issues.
7. Contribution to product development, attendance and involvement with project teams relating to specific skills.
8. Marketing and promotion of the range of programmes.
9. Lead and develop funding bids for the product remit.
10. Lead and manage client / customer / partner liaison and relationships.
11. Lead on product development.
12. Provide professional and subject specific technical / operational expertise and guidance.
13. Lead on the annual planning cycle for the product remit.
14. Lead on integrating the product remit across the organisation.
15. Lead and contribute to project teams as required and appropriate.
16. Act as a leader across the product group and the organisation.
17. Be an active member of Managers’ Forums.
18. Contribute to organisational contract bid processes as appropriate.
19. Lead on developing KPIs and impact measures for the remit within the corporate Framework.

**Performance Measures**

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| **Leadership** | Leading by example, inspiring and motivating people to work willingly towards department and organisational goals.   * Maintains visibility as a leader. * Is able to act to have an impact on others (individuals or organisations). * Influences others by power and fluency of arguments, not through simple assertion. * Promotes a high performance culture. * Actively coaches and develops future leaders. * Sets a positive example through own behaviour and actions, is trusted by the team and wider stakeholders. |
| **Strategic Focus** | Outward looking, understanding the bigger picture and knowing what drives the organisation.   * Understands key trends in the environment (political, economic, social, technological, legal, environmental) likely to have a significant impact on Trust. * Able to balance an ability to identify strategic options for the Trust with consideration of the feasibility of their implementation. * Uses wider knowledge to inform strategic thinking. |
| **Political and organisational awareness** | Understanding the wide range of political and stakeholder views. Interacting effectively with a diverse range of people, groups and agencies including Trustees and elected members.   * The ability to form effective relationships within the Trust and with key individuals in the external environment. |
| **Communication** | Getting the right message across in the right way and at the right time whilst drawing the best out of others by using effective two-way communication.   * Counters opposing arguments effectively and constructively and involves others in co-operative decision making. * Expresses oral and written viewpoint coherently, succinctly and in a well-structured form. * Seeks and appreciate others’ views. * Builds and develops mutually beneficial relationships. * Creates and implements appropriate communication strategies. * Maintains and refreshes effective relationships over time. |
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| **Quality Improvement** | Showing sensitivity to stakeholder’s needs and interests and managing these effectively. Taking and implementing difficult and/or unpopular decisions if necessary and setting demanding but achievable objectives for self and others. |
| **Improving Performance** | Prioritising objectives and planning work to make best use of time and resources. Recognising own strengths and limitations, playing on strengths and using alternative strategies to minimise impact of limitations. Reflecting regularly on own experiences and using them to inform future action.   * Develop with the staff team the skills and competence to embrace continual improvement. * Ensure working relationships with internal and external parties are harmonious and there are positive interventions. * All performance indicators and associated measures will be delivered to the minimum standard set by the Board and be set with sufficient stretch to ensure business improvement and growth. |
| **Developing People** | Identifying developmental needs and using a range of learning and development opportunities to meet those needs.   * Is able to diagnose the motivation and skill levels of individuals or teams in order to choose an appropriate leadership style. * Commits to accomplishing challenging but well defined objectives/goals. * Acts to improve performance. * Identifies opportunities for learning and development. * Challenges and resolves objections and negative behaviours. |
| **Self-Management and development** | Demonstrating an awareness of own skills, knowledge and abilities and the impact of behaviour on others.   * Takes personal responsibility and accountability for actions in decisions. * Demonstrates resilience. * Demonstrates energy. * Confident and positive about their ability to succeed. * Takes initiative to overcome organisational obstacles. * Maintains perspective and judgement under pressure. * Does not let setbacks take on a disproportionate significance. * Constantly develops expertise in a role. |
| **Organisational Development** | Moving the organisation on by taking planned steps to create an environment that will enable everyone to understand and deliver the Trust’s objectives.   * Demonstrates appreciation of the effects of change and how to handle these. |
| **Equality and diversity** | Recognising the value and promoting equality and diversity across the workforce and the community.   * Understands the issues and language of equality and diversity and champions effectively. * Challenges inappropriate behaviour proactively and assertively. * Demonstrates a commitment to diversity and inclusiveness to both staff and customers. * Demonstrates a good understanding of the impact of cultural norms on behaviour. |
| **Health and Safety** | Managing the health and safety of those within the team and also those affected by the work of the team. |
| **Managing achievement** | Having clear goals in mind when planning a framework of activities and tasks, which need to be undertaken to achieve key objectives.   * Sets clear and realistic goals/priorities for others (i.e. ensures objectives are specific, measurable and achievable). * Sets clear timeframes for team. * Sets clear milestones for team. * Monitors progress consistently and takes corrective action. * Identified risks/dependencies. * Has clear contingencies in place. * Considers suitability, feasibility and acceptability of plan. * Breaks down tasks. * Allocates roles, responsibilities and duties clearly for team (reduces role ambiguities). * Sets clear standards. * Adapts plans when required in the face of changed priorities/ circumstances. |
| **Resource management** | Managing the section and services within budget, exploring opportunities to secure external funding and resources. |

**Person Specification:** Selby Wellbeing Lead

**AF – Application Form/I – Interview**

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| **Education & Qualifications:** | **Essential/**  **Desirable** | **App Form/**  **Inter/Test** |
| * Relevant Degree or equivalent/further professional qualification in a sport, health or physical activity related subject **OR** considerable work experience in the sport, health or physical activity field. | **E** | **AF** |
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| * ILM Leadership Qualification. * Diploma in Management studies. * Physical activity, Health or Sports coaching awards, or equivalent. | **D**  **D**  **E** | **AF**  **AF**  **AF** |
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| * A current First Aid Qualification. | **D** | **AF** |
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| * Current Driving Licence and access to a car. | **E** | **AF** |
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| **Experience Relevant to the Job:** |  |  |
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| * Experience of working in a physical activity, health or sports development related role. | **E** | **AF/I/T** |
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| * Experience of co-ordinating physical activity or sports development programmes and events. | **E** | **AF/I/T** |
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| * Experience of developing and managing key partnerships. | **E** | **AF/I/T** |
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| * Experience of writing reports. | **E** | **AF/I/T** |
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| * Experience of effective networking and working with a range of organisations, (public, private and voluntary sectors) and partners. * Experience in working with Commissioners including the presenting of contract information to funders. | **E**  **E** | **AF**  **AF/I/T** |
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| * Experience of managing staff and leading a team. | **E** | **AF/I/T** |
| * Experience of budget management and financial information systems. * Utilisation of information technology and a range of software packages. * Experience of working with health and community professionals and groups. | **E**  **E**  **E** | **AF/I/T**  **I/T**  **AF/I** |
| **Abilities and Skills:**   1. The ability to research and develop new physical activity, health and sport initiatives and achieve set objectives. 2. The ability to manage a range of physical activity, health and sport projects. 3. The ability to provide guidance on policies and procedures in relation to physical activity, health and sport.  * The ability to manage, motivate, delegate to and develop staff.  |  | | --- | | * Proven track record in securing external funding. | |  | | * The ability to network effectively, influence and negotiate with   internal and external agencies. | |  | | * Demonstrate an ability to carry out monitoring and evaluation. | |  | | * I.T literate. | |  | | * Effective organisation and time management skills. | |  | | 1. The ability to work on own initiative and as part of a team. | |  | | 1. The ability to work with and promote Health & Safety rules,   regulations and guidelines. | |  | | 1. A proven commitment to developing the structures of sports   provision through sports development projects, geared at increasing  participation in sport and physical activity. | |  | | * Ability to manage budgets. | |  | | 1. Speaks, writes and presents clearly and fluently to both individuals   and groups. | |  | | * Ability to remain calm and in control in difficult situations. * Ability to prioritise. | |  | | **Knowledge, Awareness and Understanding**  Knowledge of national and regional sports, health and physical  activity strategies and plans.  Knowledge and understanding of physical activity and sports  development programmes and principals in relation to increasing  physical activity levels.  Knowledge and commitment to equal opportunities in employment and  service delivery.  An understanding of the implications of health  conditions and their relationship to programming  safe, effective and appropriate physical activity  services and opportunities.  Knowledge of good practice in exercise tuition skills and appropriate  Qualifications.  Familiarity with the 'client-centred' approach in relation to projects  supporting individual interventions.  Customer focused approach to service delivery.  Knowledge of human resources policies and procedures, budget  management and monitoring.  Knowledge of health and safety issues, legislation, policies and  procedures.  Awareness and understanding of the Trust's commitment to Equal  Opportunities, both in terms of employment and service delivery.  Demonstrated commitment to continuous improvement and quality  Assurance.  Ability to operate on an inter-agency basis and to develop partnerships  Entrepreneurial attitude in respect of opportunities to develop  physical activity services. | | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E** | **AF/I/T**  **AF/I**  **AF/I**  **AF/I**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T**  **AF/I/T** |