



CANDIDATE BRIEF

.....

HEALTH AND WELLBEING OFFICER

APRIL 2024





AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838.

We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team, our restaurant and our lauded community programmes.

Trent Bridge, the home of Nottinghamshire County Cricket Club, is looking to recruit a Health & wellbeing Officer to lead the Trent Bridge Community Trust's Health & Wellbeing programme.

The role will be part time, 3 days a week (Tuesday, Thursday and one other flexible day), coordinating our flagship Forget Me Notts Dementia sessions, Notts in Mind Mental Health sessions and our Garden Wellbeing programme.

Salary: £13,596 per annum pro-rata
(Based on full time equivalent salary of £22,660 per annum)

Thank you for your interest in this role.

ROLE PROFILE

Job Title: Health & Wellbeing Officer (3 Days)
Reporting to: Deputy Head of Community & Development

RELEVANT GENERAL OBJECTIVES

- To lead on the planning, promotion and delivery of all Health & Wellbeing programmes
- To establish and sustain relationships with key partners to support our programmes.
- To develop a volunteer programme that provides opportunities for people to support our sessions.
- Monitor and Evaluate programmes to improve our offers.

2. SPECIFIC ROLE PROFILE

- Plan, promote and deliver all the Health & Wellbeing sessions, including the Forget Me Notts Dementia programme, Notts in Mind Mental Health programme and Garden Wellbeing programme.
- Promote and sustain existing sessions and develop new sessions where appropriate, linked to the Trust Strategy and external funding providers.
- Sustain existing partner relationships and develop new partnerships with organisations that can support our programmes.
- Coordinate and support the Rushcliffe Dementia Action Network meetings on a quarterly basis, to help share good practice and provide signposting opportunities.
- Be involved in shaping new funding applications to support existing and new sessions.
- Establish a Forget Me Notts member's forum to help shape the content of sessions.
- To undertake administrative duties including day to day management of:
 - Recording and tracking attendance using registers.
 - Producing regular updates and case studies to showcase the impact programmes have on those attending our sessions.
 - Monitoring the Health & Wellbeing budget.
- Organise and coordinate the annual Forget Me Notts Christmas Lunch.
- Establish a volunteer programme that can provide opportunities for people to support our Health & Wellbeing sessions.
- Be involved in helping to shape the Trust Strategy.
- Ensure all relevant Health & Safety and Child Protection and Adult/Safeguarding policies and legislation are adhered to.

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

PERSON SPECIFICATION**HEALTH & WELLBEING OFFICER****Department: Trent Bridge Community Trust**

	Essential	Desirable
Experience	<p>Experience of working with people living with dementia</p> <p>Experience of working with people who struggle with their mental health</p> <p>Experience of working with key stakeholders /partners to deliver an initiative or project. E.g. Alzheimer's Society, Public Health, Social Prescribers.</p>	<p>Experience of coordinating volunteers</p> <p>Experience of working with diverse communities</p>
Knowledge	<p>Knowledge of Safeguarding adults</p> <p>Knowledge and understanding of the impact dementia and/or mental health has on individuals and their families</p>	
Skills	<p>Ability to plan and deliver fun, engaging and safe activity sessions</p> <p>Excellent communication and interpersonal skills both written and verbal.</p> <p>Strong administration skills and competent use of IT systems including: Word, Excel and Outlook, and other digital platforms.</p> <p>Ability to learn and obtain new knowledge around dementia and mental health</p> <p>Ability to meet agreed targets and deadlines.</p> <p>Ability to manage and organise your own time.</p>	<p>Ability to manage key relationships within a community setting.</p> <p>Ability to operate safely within the workplace by identifying risk and using safe work practices and actions to minimise it.</p> <p>Ability to deal with challenging behaviour</p>
Qualifications	Current First Aid qualification	Dementia Friends Training

	<p>Safeguarding Qualification</p> <p>EDI Training</p> <p><i>(or prepared to work towards)</i></p>	Mental Health First Aid
Qualities & Attitude	<p>Enthusiastic, reliable and punctual.</p> <p>Empathic and caring nature with a desire to support others</p> <p>Ability to work within a team and build strong working relationships with team members and partners at all levels.</p> <p>Ability to work under pressure with minimal supervision.</p> <p>Ability to follow policies and procedures.</p> <p>Willingness to work outside normal office hours when necessary.</p>	
Other	<p>Able to seek out and respond positively to development opportunities as they arise, supporting and sharing learning with others</p> <p>Ability to travel independently between sites (Full and valid driving license)</p> <p>Willingness to work 'unsocial' hours, including evenings and weekends, when required.</p> <p>The post will be subject to an enhanced ECB DBS check.</p>	<p>Holder of a mini bus driving license</p> <p>Willing to undertake further training</p>

HOW TO APPLY

If you would like to join us at Trent Bridge please send your CV and covering letter, including details of your current salary and expectations to:

**The HR Department
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

**or email the HR Department at
Recruitment@trentbridge.co.uk**

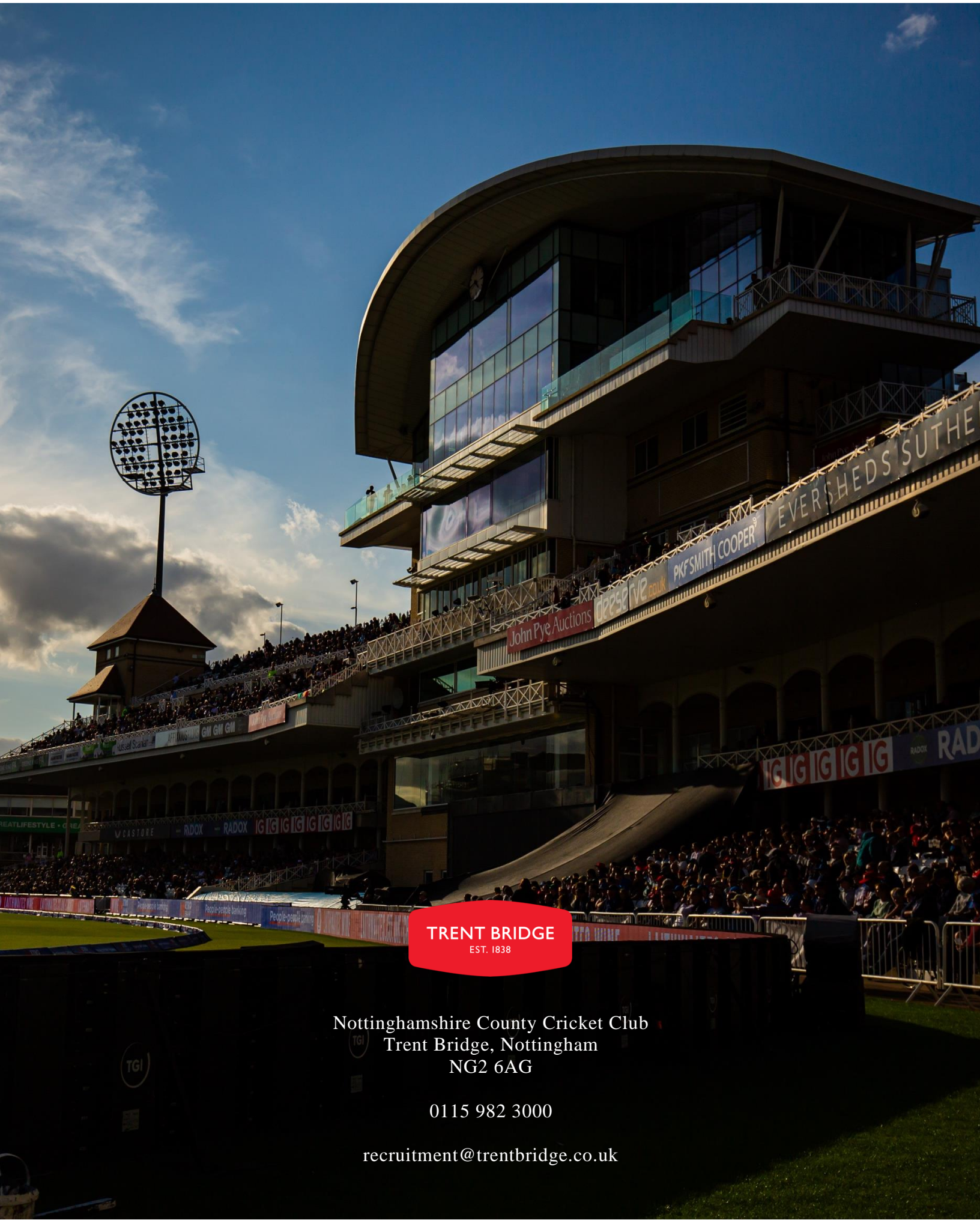
Closing date for receipt of applications will be
12.00noon Wednesday 8th May 2024

Interview Date: **Wednesday 15th May 2024**

We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible

We are committed to safeguarding and promoting the welfare of children, young people and adults
and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an
inclusive environment for all employees. when submitting your details, please let us know if you
require any support or reasonable adjustments during the interview process



TRENT BRIDGE
EST. 1838

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NG2 6AG

0115 982 3000

recruitment@trentbridge.co.uk