

TRENT BRIDGE

EST. 1838

CANDIDATE BRIEF

.....

HEALTH AND WELLBEING ACTIVITY OFFICER

JANUARY 2026





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 and our lauded community programmes.

Working under the Trent Bridge Community Trust, we are seeking a dynamic and enthusiastic Health & Wellbeing Activity Officer to play a key role in the delivery of our Health & Wellbeing programmes, including the *Forget Me Notts* Dementia Programme and the *Notts in Mind* Mental Wellbeing Programme. The post holder will be responsible for delivering high-quality physical activity sessions and wellbeing workshops that support individuals living with dementia and their carers, as well as those requiring mental wellbeing support.

Videos of the programmes:

- o Forget Me Notts - <https://youtu.be/lMLFcS9QSlo?si=qlrBDqgc05d1i6n2>
- o Notts in Mind - https://youtu.be/noWP4ER_ihg?si=fpJXrvIp7Mer-Ogf&t=1599

ROLE PROFILE

Position: Health & Wellbeing Activity Officer

Reporting to: Deputy Head of Trent Bridge Community Trust

Responsible for: Assistant Health & Wellbeing Officer (PT), Casual Coaches, Placement Students

Location: Trent Bridge Nottingham, NG2 6AG

Hours: 35 hours per week

Contract Type: Permanent Fulltime

Salary: £26,000

Priority Focus Areas

- A. Team Leadership:** Lead, motivate, and support a dedicated team of staff, casual workers, and volunteers, ensuring they deliver exceptional programmes.
- B. Measure Success:** Monitor and evaluate programmes to showcase their impact and ensure they meet targets and outcomes.
- C. Shine a Spotlight:** Promote our work through social media, community events, and outreach activities.
- D. Manage Programmes:** Deliver innovative, person-centred physical activity and mental wellbeing programmes that foster resilience and wellbeing
- E. Build Connections:** Cultivate and sustain meaningful partnerships with stakeholders and community organisations.
- F. Champion Safeguarding:** Uphold the highest standards of safeguarding and Health & Safety compliance, ensuring every programme is a safe space for adults to thrive.
- G. Be Financially and Strategically Accountable:** Manage the budgets associated with programmes and identify and access external funds and grants. Ensure Health & Wellbeing programmes are embedded into the strategic plans.
- H. Be a Mentor & Role Model:** Support the development of staff and volunteers to support our Health & Wellbeing Programmes.

A. Team Leadership

- Support and manage the Assistant Health & Wellbeing Officer, Casual Coaches, Volunteers and any other new staff related to projects under your jurisdiction.

- Carry out quarterly and end of year reviews, for the Assistant Health & Wellbeing Officer, ensuring annual targets are set and reviewed against the Trust Strategy and Funders KPIs.
- Identify training needs for staff.

B. Measure Success

- Recording and tracking attendance using Upshot.
- Producing regular updates and case studies to showcase the impact programmes have on those attending our sessions.

C. Shine a Spotlight

- Promote our work through social media, community events, and outreach activities.
- Produce content to support social platforms
- Produce appropriate marketing to promote activities and programmes, including a monthly Health & Wellbeing Newsletter
- Deliver presentations to partners as appropriate.

D. Manage Programmes

- Plan, promote and deliver all the Health & Wellbeing sessions, including the Forget Me Notts Dementia programme and Notts in Mind Mental Wellbeing programme, using a variety of sport and physical activity sessions, mental wellbeing workshops and special guest sessions.
- Promote and sustain existing sessions and develop new sessions where appropriate, linked to the Trust Strategy and external funding providers
- Sustain the Forget Me Notts member's forum to help shape the content of sessions.
- Organise and coordinate the annual Forget Me Notts Christmas Lunch.

E. Build Connections

- Sustain existing partner relationships and develop new partnerships with organisations that can support our programmes.
- Attend the Rushcliffe Dementia Action Network meetings on a quarterly basis, to help share good practice and provide signposting opportunities.

F. Champion Safeguarding

- Ensure all relevant Health & Safety and Adult/Safeguarding policies and legislation are adhered to.
- Annually review Risk Assessments, Emergency Action Plans and Safeguarding measures for adults with the relevant members of the team.
- Support the County Safeguarding Manager to review policies and procedures.

G. Be Financially and Strategically Accountable

- Be involved in shaping new funding applications to support existing and new sessions.
- Monitor the Health & Wellbeing budget.
- Be involved in helping to shape the Trust Strategy and KPIs.

H. Be a Mentor & Role Model

- Establish a volunteer programme that can provide opportunities for people to support our Health & Wellbeing sessions.
- Recruit, train and deploy Placement Students to support the delivery of programmes as required.

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

	Essential	Desirable
Experience	<p>Experience of working with and supporting people living with long term health conditions.</p> <p>Experience of providing mental wellbeing support to people in need.</p> <p>Experience of working with key stakeholders /partners to deliver an initiative or project. E.g. Alzheimers Society, Public Health, Social Prescribers.</p>	<p>Experience of working with and supporting people living with dementia</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 long term health conditions have on individuals and their families.</p>	Knowledge and understanding of the impact dementia has on individuals and their families.
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 wellbeing.</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 <i>(or prepared to work towards)</i>	Level 2 Fitness Instructor (<i>or equivalent</i>)	Dementia Friends Training Mental Health First Aid

	<p>Current First Aid qualification</p> <p>Safeguarding Qualification</p> <p>EDI Training</p>	
Qualities & Attitude	<p>Enthusiastic, reliable and punctual.</p> <p>Positive and outgoing personality</p> <p>Ability to motivate, develop and support staff</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>	Willing to undertake further training

HOW TO APPLY

For a full job description, including the person specification please visit
<https://www.trentbridge.co.uk/jobs/index.html>

If you would like to join us at Trent Bridge, please apply through our recruitment link at
<https://nottinghamshirecountycricketclub.livevacancies.co.uk/#/job/details/28>

If you have any questions please email the HR Department at: recruitment@trentbridge.co.uk

Closing date for receipt of applications will be: **17:00 Friday 30th January 2026**

Interview date will be: **Friday 6th February 2026**

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

No agencies please



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