



in the
community
One Club, One Community, One Town

Job Advert – Weight Management Project Officer

We are a growing sport for development charity based in Bolton that offer employees the chance to deliver work that makes an impact alongside colleagues who share a mutual passion for improving people's lives and help to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcome for our beneficiaries.

We are looking for a Weight Management Project Officer to plan, coordinate, deliver and report on our FIT FANS adult tier 2 weight management project. FIT FANS is a free 12 week health programme for men and women aged 35-65 who are looking to lose weight, get fitter and lead a more active life. The programme combines theory and practical elements to support individuals to lead a health and active lifestyle. The role will also require effective planning, coordination and delivery on continuation physical activity sessions post the 12 week course.

The pay range we are offering is £18,000 - £22,999. Initially on a 1 year fixed term contract pending future funding.

The Location: Bolton Wanderers in the Community (BWitC) is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook retail park is adjacent to the stadium which offers an abundance of options for lunch.

Why Should You Apply?

- Work for a forward thinking, progressive charity that makes a positive impact on people's lives.
- Great benefits including Two Bolton Wanderers Season Tickets, Health and Pension Package, Opportunities for paid overtime, a Commitment to CPD opportunities to staff, free staff parking onsite.
- We are committed to ensure that staff have a strong work life balance. Staff have the ability to have a blended approach to home and office working.

An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by Monday 18th October 9am:

jmills@bwitc.org.uk

For an informal discussion on the role or for more information please call 01204 673790.



Job Description

Responsible to: Programme Lead (Wellbeing and Active Ageing)

Responsible for: None

Budget Responsibilities: FIT FANS budgets

Main duties and responsibilities:

The overall aim of the role is to improve the health and wellbeing of the population of Bolton by increasing awareness and attendance for our Tier 2 weight management service 'FIT FANS'. This will involve:

- Responsible for the successful coordination and delivery of the FIT FANS project in line with pre agreed key performance indicators and budget.
- Coordinate the operational day to day running of the project, ensuring quality delivery, innovation and supporting staff in any aspect of their work.
- Building and maintaining relationships with Bolton public health, social prescribers, social care and local community and voluntary groups.
- Generate referrals from social care, social prescribers, local partners, workplaces and local community and voluntary groups.
- Marketing the FIT FANS programme across Bolton and with key local partners and agencies.
- Coordinate the development and delivery of our FIT FANS programme to meet the needs of specific client group.
- To act as an expert healthy weight resource for health and care professionals.
- Be responsible for leading groups of adults to enable them to lose weight in an effective and sustainable way.
- Educate adults by facilitating interactive and engaging sessions on physical activity and healthy lifestyles.
- Support and encourage adults to set realistic goals in terms of changing behaviour and achieving positive healthy outcomes.
- Promote a flexible approach to engaging with the programme. Ensure there is the regular communication with participants between sessions.
- Regularly evaluate the programme and ensure continuous improvement in terms of outcomes.
- Adhere to safeguarding procedures.
- Undertake timely and accurate collection of data on patient referrals, contacts and outcomes. Ensure all participant data is logged into our monitoring and evaluation system 'Substance Views', and any other reporting required by funders.
- As and when required, support the administration process of engaging clients onto programmes. For example, answering calls, sending out communication, telephoning clients.
- To be an ambassador of BWitC by supporting us in creating a connected Bolton without disadvantage offering excellent customer service at all times and upholding the professional image of BWFC and BWitC.
- To represent BWitC at relevant activities/events
- To perform other duties as required, which are considered relevant to the objectives of BWitC



Person Specification

ESSENTIAL CRITERIA

Qualifications:

- A degree in a relevant sport, physical education, health or fitness area encompassing or equivalent experience within the industry.
- A Levels, NVQs or BTEC or equivalent experience within the industry.

Ability and Skills:

- Written and verbal communication skills
- Organisation, planning and record keeping skills
- IT skills and a knowledge of Microsoft Office programmes
- A passion to strive for continual improvement and a commitment to delivering a quality service
- Ability to work both individually and as part of a team
- Ability to prepare and present monitoring reports

Experience

- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of working with adults in group environments and facilitating these groups
- Experience of working with broad range of statutory organisations, external agencies, community and voluntary organisations.
- Experience of managing large scale project budgets.

Special Attributes

- A passion and enthusiasm for supporting individuals to achieve weight loss and a healthier lifestyle.
- Confidence in planning and delivering engaging weight-loss sessions to adults.
- Strong interpersonal skills and the ability to build trusting relationships with the individuals.
- Ability to use initiative.
- The ability to prepare and deliver sessions that are appropriate to disadvantaged communities
- An understanding of safeguarding policies and procedures
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover
- A flexible attitude to working and willing to work evenings and weekends when required
- Commitment to development and willingness to undertake training where necessary
- Commitment to Bolton Wanderers in the Community's vision, mission, values and behaviours.
- An understanding of equality, diversity and inclusion policies and practice

DESIRABLE CRITERIA

- A knowledge of obesity and effective healthy lifestyle interventions.
- Experience working in weight management, or healthy lifestyle service
- Other relevant health, fitness, sport or physical education engagement qualifications
- Experience of monitoring and evaluation systems such as Substance Views
- Evidence of advanced knowledge relating to public health.
- To be able to interpret and analyse data.
- Experience of leading relevant physical activity/ weight management classes.



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Bolton Wanderers in the Community is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our workplace.

This Post will be subject to an enhanced DBS Disclosure and two acceptable references

Additional Benefits

- A supply of BWFC kit
- Mileage allowance
- 2 x BWFC season tickets (subject to passing probation period)
- Access to Health Shield health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

Date prepared: 05/10/2021