**Vacancy**Health Lead

**Reporting to:**Operations Manager

**Salary:**£28,813

**Hours:**               35hrs/week - including some evening and occasional weekend work

**Location:**Hybrid working model between home and Hampden Park

**Contract:**          Permanent

**Pension:**            6% of basic salary paid into an agreeable pension scheme

**Holidays:**           25 days plus public holidays

**Scottish Professional Football League Trust - Overview**

The Scottish Professional Football League Trust is the charitable arm of the Scottish Professional Football League and was established to lead and co-ordinate community engagement activities across all 42 member clubs.

SPFL clubs have a track record of credible and sustained activity, using football and physical activity as a tool to deliver positive life changes in the communities they serve. The SPFL Trust seeks to build on this reputation and co-ordinate projects that will be centrally funded and operate within and across the clubs.

**Purpose**

To manage effective delivery of SPFL Trust Health projects against agreed outcomes by co-ordinating project schedules, resources and information and liaising with partners to meet project requirements, scope and objectives; ultimately contributing to the successful delivery of projects within your remit, achieving agreed outcomes.

**Job Description**

We are looking for a responsible Health Lead to comprehensively organise and manage projects which focus on improving health & wellbeing and mental health; and are designed to meet the identified social needs of people in Scotland.

The successful candidate will work closely with our Operations Manager, FFIT Officer and Wellbeing Officer to deliver action plans and evaluation plans. You will perform various tasks working with key stakeholders, undertaking project management. To succeed in this role you should have excellent time management, organisation and communication skills, allowing you to effectively collaborate with partners and internal teams to deliver results.

**Key Responsibilities**

* Manage project activities, resources, equipment and information
* To build solid working relationships with key stakeholders to develop project delivery
* Contribute to project development
* Work with internal teams and assist with schedule management
* Ensure that project needs are delivered successfully
* Work flexibly and responsively reporting issues that may arise
* Effectively administrate all project documentation
* Contribute to project plans and reports as required
* Contribute towards the timely and accurate application of project evaluation plans
* Identify potential project issues and respond effectively
* Report and escalate project risks to Operations Manager as needed

**General Responsibilities**

* Contribute to written reports within agrees timescales
* To represent the SPFL Trust, clubs and projects at National and Local events as required
* To promote the belief and ethos of the projects and the SPFL Trust at all times
* Undertake appropriate training requirements which will support your personal development and keep an accurate record of your CPD log
* Undertake any reasonable task as required to successfully fulfil the objectives of the SPFL Trust

**Essential**

* Proven work experience in Health & Wellbeing and Mental Health fields
* Understanding of health inequalities and determinants of health
* Experience and understanding of relevant Scottish Government strategies/delivery plans
* An ability to develop and grow programmes
* Exceptional organisational skills, including multitasking and time-management
* Understanding of project evaluation
* Ability to identify potential project risks and mitigate accordingly
* Experience working with national and local organisations
* Understanding of working with hard- to-reach groups
* Strong teamwork skills
* Experience in the preparation of project reports
* Strong working knowledge of Microsoft Suites in particular Microsoft and IT competency (excel and databases)
* Driving License

**Desirable**

* Working within a charitable organisation
* Working within a football/sporting environment
* Delivering national and local programmes
* Understanding of the SPFL Trust and our programmes

**Application Process**

Please send a supporting statement detailing your suitability for the role, along with an up-to-date CV**by 12 noon on Wednesday 17th August** to shirleys@spfltrust.org.uk .

Please ensure the subject of your email is ‘Health Lead’

Interviews will be scheduled for **Week commencing Monday 22nd August 2022.**

Please note that employment is conditional on the successful applicant undergoing reference and PVG checks