



Blackburn Rovers **Community Trust**

'Inspiring change in **our** community - **together**'

Job Specification

Deputy Head of Wellbeing and Targeted Services

Official charitable arm of Blackburn Rovers Football Club

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom
rovers.co.uk | @brfctrust | 01254 508139





Organisation

Blackburn Rovers Community Trust (BRCT)

Position

Deputy Head of Wellbeing and Targeted Services

Salary

£31,000

Location

**Blackburn Rovers Football Club, Ewood Park Stadium,
Blackburn, BB2 4JF**

Type of Contract

Full time – permanent

Additional Benefits:

- 25 days annual leave + bank holidays
- Flexible working location/arrangements (where possible)
- Pension scheme
- Generous sick pay scheme
- An internal staff wellbeing group
- Continuous personal development opportunities
- Additional pay for working matchday and community initiatives
- Official Blackburn Rovers staff uniform/tracksuit
- Access to a multi-faith prayer room
- 50% discount on food and drink during the week in Blues Bar, Ewood Park
- Complimentary lunch on pay day at Blues Bar
- Family friendly
- Access to complimentary staff match tickets
- Free parking at Ewood Park



“Inspiring change in our community - together”

What we look for:

At Blackburn Rovers Community Trust, we strive to create an environment where each and every employee has the potential for personal growth and where their impact directly drives success on and away from the pitch.

As the official charity of a prestigious professional football club, we are committed to building careers and are always look for people who:

- Think ahead and are not afraid to generate innovative ideas
- Value and respect themselves and others, build relationships, collaborate across the Community Trust and club and prioritise the Community Trust's achievements rather than their own
- Get things done efficiently and effectively, deliver to the highest standards and take responsibility

Life at Blackburn Rovers Community Trust:

Our staff and volunteers are our most important and greatest assets and we provide a vibrant, enjoyable and rewarding work environment.

The Community Trust operates out of two main core sites:

- Ewood Park (Darwen End Stand and the Blackburn Rovers Indoor Centre)
- Our Lady and St John's Catholic College

Supporting the two core sites, we operate from a number of schools, community centres and grassroots settings.

Who we are:

Blackburn Rovers Community Trust (BRCT) is a successful award-winning charity that is continuing to grow as a sustainable dynamic organisation that positively impacts on the local community. We employ over 45 full-time staff and engage with over 40,000 people annually. We are dedicated to providing the best possible services to local people through a variety of programmes which aim to upskill, create opportunities and improve the health of those we serve.





Our Vision, Mission and Values

Given the needs that our charity has identified within the local area, we have formulated a strategy to ensure that these requirements are met by our charity, providing support and opportunities for those who need them the most.

Our Values

We have a dedicated and determined group of staff who are all committed to ensuring that our values are embedded in everyday thinking, from planning to fundraising to delivery. It is essential that all connected with Blackburn Rovers Community Trust share in these values to assist us in achieving our ambitions of:

- Building positive partnerships with like-minded organisations.
- A pro-active style in progressing the impact and quality of our work.
- An open and honest approach to working with all parts of our community.
- To ensure that anyone who wants to engage with the Trust can do so.

Our Vision is to:

Inspire change
Raise aspirations
Invest in futures
Improve health & wellbeing
Provide sports opportunities
Build a more inclusive community

Our Core Values:

Innovation
Creativity
Individuality
Inclusivity
Diversification
Proactivity
Ambition
Determination
Principles
'Family'

Our Pillars:

Encouraging Achievement
Enhancing wellbeing
Fulfilling potential
Success through sport



1.	Job Title	Deputy Head of Wellbeing and Targeted Services
	Salary	£31,000
	Hours of Work	Monday – Friday, between 8am to 8pm (flexible hours and working location is an option for the right candidate, if appropriate to the role) You will be expected to work a minimum of 37.5 hours per week, excluding lunch breaks. The role may include evening and weekend hours.
	Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF.
	Responsible To	Head of Wellbeing and Targeted Service
	Contractual Status	Full Time – permanent
	Closing Date	TBC
	Interview Date	TBC
2.	Overall purpose of the Job	Blackburn Rovers Community Trust (BRCT) is the award-winning independent charitable arm of founding member of the EFL and the Premier League - Blackburn Rovers FC. Using the brand of Blackburn Rovers FC and the power of football and sport for positive social change, we are seeking to appoint a knowledgeable, compassionate, approachable and dynamic Deputy Head of Wellbeing & Targeted Services. This exciting role will support the Head of Health and Wellbeing in delivering the Trust's strategic and operational objectives across wellbeing and targeted services. The post holder will play a key leadership role across the organisation and will be expected to deputise for the Head of Health and Wellbeing across strategic, operational and partnership functions, ensuring continuity of leadership, decision-making and service delivery across the organisation
3.	Duties and Responsibilities	Project Management: The post holder will - Provide line management and inspirational leadership for Wellbeing and Targeted Senior Officers, leading to an empowered and motivated workforce. Provide line management responsibility for Wellbeing and Targeted Senior Coordinators, ensuring high levels of performance, accountability, staff development and engagement. Act on behalf of the Head of Health and Wellbeing when required, taking ownership of key projects, service areas and strategic priorities to ensure continuity and momentum of delivery. Support the Head of Health and Wellbeing with overall leadership of the Wellbeing & Targeted workforce, promoting a positive and high-performing culture.

Identify local partners whose clients would benefit from accessing services within a professional football club stadium environment.

Lead on the management and coordination of the Community Wellbeing Hub, ensuring high standards of delivery and customer satisfaction.

Contribute to the development, implementation and delivery of the Health and Wellbeing strategic vision.

Monitor performance against strategic priorities, linking team objectives, supervision and outcomes to organisational goals.

Support the management, development and delivery of BRCT's wellbeing and targeted projects in line with funding requirements.

Support the design, implementation and oversight of targeted services for vulnerable groups.

Report regularly to the Head of Health and Wellbeing and contribute to reporting for the Executive Team and Board of Trustees.

Support marketing and communication planning to promote wellbeing and targeted services effectively.

Assist with the organisation and delivery of themed events and initiatives with partners and stakeholders.

Operations: The post holder will -

Deputise for the Head of Health and Wellbeing across all areas of the service as required, including operational leadership, partnership representation, strategic delivery and decision making, ensuring continuity of leadership and standards across the Wellbeing and Targeted Services portfolio.

Represent the service at internal and external meetings, forums and stakeholder engagements where necessary, maintaining strong relationships and promoting the organisation's objectives

Actively participate as a member of the Project Coordinators Team.

Build relationships with partners across health, education, community and statutory sectors to ensure effective referral pathways ("Stepping Up and Stepping Down") are in place.

Line manage Wellbeing and Targeted Senior Officers to ensure robust performance monitoring systems are in place, including target setting and performance review.

Ensure adequate staffing and effective operational delivery across all programmes.

Ensure compliance with statutory, safeguarding, health and safety, and organisational requirements, promoting staff accountability

Support programme planning, delivery and CPD development, including occasional session delivery.

Attend relevant local forums, meetings and networks as required.

Work collaboratively with Blackburn Rovers FC departments to ensure a joined-up approach.

Support the development, monitoring and evaluation of CPD programmes for staff and volunteers.

Ensure funded projects meet targets, outputs and outcomes in line with agreements.

Ensure high-quality delivery and value for money across all services.

Ensure funded projects meet agreed targets, deliver high-quality outcomes and value for money, while embedding equality, diversity and inclusion.

Collaborate across departments, provide operational support where needed.

Finance: The post holder will -

Support the Head of Health and Wellbeing, Director of Services and Partnerships in monitoring and managing service budget.

Effectively manage budget(s), providing regular reports to the Head of Wellbeing and Targeted Services.

Assist with reviewing budget performance alongside Wellbeing and Targeted Senior Coordinators.

Contribute to financial monitoring and reporting requirements.

Identify funding opportunities and contribute to funding applications.

Ensure projects meet funder financial requirements and deliver agreed outcomes.

		Support securing and sustaining external funding streams for wellbeing programmes. Data, Insights and Outcomes: The post holder will - Lead the monitoring and evaluation of community wellbeing programmes and funded projects, ensuring delivery against agreed outcomes, targets and funding requirements. Maintain robust systems to collect, analyse and report high quality data (quantitative and qualitative), using insight to demonstrate impact, inform decisions and strengthen future funding opportunities. Analyse performance data to identify needs, gaps and opportunities to enhance or expand services in response to demand. Produce high-quality performance and impact reports for stakeholders, ensuring full compliance with funding and organisational requirements. Represent the service at meetings, providing clear performance insights. Lead the development of case studies and impact evidence for reports, communications and funding bids. Collaborate with the leadership team to support new funding opportunities and promote a culture of evidence-based practice and continuous improvement.
4.	General	To always be approachable and represent Blackburn Rovers Community Trust in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism. To be able to work flexible and unsociable hours where the role of the job requires including some evenings, weekends and overnight stays. Be a flexible member of the Blackburn Rovers Community Trust team and when requested, assist in the delivery of other projects and activities including evenings and weekends, holiday camps and matchdays. Carry out any other matters referred by the Director of Community and Partnerships and Head of Wellbeing and Targeted Services for specific attention. To contribute to a positive working and learning environment.

5. Person Specification		
	Essential	Desirable
Knowledge, Experience and Qualifications	Significant experience of developing, managing and delivering community health and wellbeing programmes. Experience of working with under-represented and vulnerable groups, including individuals with complex physical, mental and emotional health needs. Proven experience of leading and managing staff teams, including performance management and staff development. Strong understanding of safeguarding principles and experience working with children, young people and vulnerable adults. Experience of partnership working across multi-agency settings (e.g. local authority, health services, VCSE sector). Demonstrable experience of managing multiple projects, meeting KPIs and delivering against funder requirements. Experience of monitoring, evaluating and reporting on programme impact. Knowledge of local and national health and wellbeing priorities. Relevant qualification in Health, Community Development, Social Care, Education or equivalent experience.	Experience working within a charity, community trust or sport-for-development setting. Professional qualification in leadership/management (e.g. ILM, NVQ Level 4+ or equivalent). Experience of securing funding and contributing to successful funding applications. Knowledge of CRM systems and impact measurement tools. Mental Health First Aid qualification or equivalent. Understanding of local demographics and challenges within Blackburn with Darwen / Lancashire.
Skills	Strong leadership and people management skills with the ability to motivate, support and develop teams.	Experience of leading on service development or organisational projects.

	Excellent communication and interpersonal skills, with the ability to engage a wide range of stakeholders. Ability to build and maintain effective partnerships and collaborative networks. Strong organisational and project management skills, with the ability to manage competing priorities. Ability to analyse data, monitor performance and use insight to inform decision-making. Strong problem-solving skills and the ability to respond effectively to challenges. Ability to design and deliver high-quality programmes that meet community needs. Strong IT skills, including use of Microsoft Office and data management systems. Ability to manage resources effectively, including staff, budgets and programme delivery. Experience of presenting to stakeholders, partners and funders. Full clean driving licence.	Knowledge of monitoring and evaluation frameworks (e.g. logic models, outcomes frameworks)
Values	Passionate about improving the health and wellbeing of the communities we serve. Committed to equality, diversity and inclusion, with an understanding of barriers faced by under-represented groups.	

	Professional, approachable and empathetic in dealing with participants, partners and colleagues. A proactive and solution-focused approach to work. Strong sense of integrity, accountability and responsibility. Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Acts as a positive ambassador for the organisation, demonstrating high standards of conduct and professionalism.	
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How to apply:

To apply, please email your application form, equal opportunities form and covering letter to recruitment@brfctrust.co.uk. CVs will not be accepted.

Recruitment (recruitment@brfctrust.co.uk)
 FAO: Fahima Iqbal
 Blackburn Rovers Community Trust
 Ewood Park
 Blackburn
 BB2 4JF

Please note:

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and several whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations



where applicable.

Equality, Diversity and Inclusion:

As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

You can view Blackburn Rovers Community Trust's 2024 Impact Report by clicking [HERE](#).

