



# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



## Job Description:

**Job Title:** Health and Wellbeing Senior Project Coordinator – Mental Health

**Department:** Health and Wellbeing

**Reports to:** Senior Manager for Health and Wellbeing

**Salary:** £26,000-£30,000 (Dependent on Experience)

**Contract:** Fixed term (12 months)

## Brentford FC Community Sports Trust

With community work spanning three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all walks of life.

Working in partnership with Brentford FC, the Trust offers a portfolio of programmes in education, health, sports participation and community engagement. The Trust has won the 'Football League Community Club of the Year' award four times and now employs more than 100 members of staff.

## Inclusion Statement

Brentford FCCST is an organisation which values and is passionate about diversity and inclusivity. We welcome and encourage applications from qualified candidates, including those from underrepresented groups such as those from ethnically diverse backgrounds, women, those from the LGBTQ+ community and those with disabilities. Should you require any workplace accommodations (also known as 'reasonable adjustments'), you will have the opportunity to let us know at the appropriate points in the hiring process.

## Safeguarding Statement

Brentford FCCST is committed to equality, the safeguarding and welfare of all children and adults at risk. This responsibility is shared by all staff and volunteers at the club, safeguarding is everyone's responsibility. Staff will be required to undertake regular safeguarding training to enable and reinforce a proactive approach to safeguarding. This role requires the post holder to apply all relevant policies and uphold the club's commitment to safeguarding vulnerable people to ensure a safe environment for all. This includes the timely reporting of any safeguarding concern to the safeguarding team. We remind those barred from regulated activity that it is an offence to apply for such positions.







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## General Trust Accountabilities

- To ensure compliance with all relevant policies, including health and safety and safeguarding policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To ensure compliance with the Trust's Code of Conduct.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
- To keep confidential any information gained regarding the Trust and its personnel
- To maintain a flexible approach to work at all times

## Main Purpose of Job

We are passionate about using sport as a hook to engage communities and inspire them to be more active and socially connected.

We are looking for an ambitious, personable and experienced Senior Project Coordinator who can work with a proactive approach to coordinate and deliver impactful programmes that improve health outcomes, with a specific focus on mental health.

The Health and Wellbeing Senior Project Coordinator will oversee a portfolio of high quality, accessible community-based programmes including Active Minds and Being Mee, working with specific target groups including children of primary and secondary school age. They will also support with the Food, Sports and Men's health project, designed to explore the connections between food, body image and eating challenges with a focus on men's experiences.

In addition, we are opening a Clubhouse Café in Gunnersbury Park in Summer 2025 and the successful candidate will work on innovative social impact programmes linked to the Clubhouse Café. This is an exciting opportunity to join an ambitious, forward-thinking department and play a pivotal role in improving health outcomes through new and existing projects.







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The ideal candidate will be self-motivated and enjoy working with autonomy. They will also be confident working in a fast-paced environment and will have efficient time management skills. Innovative approaches to session design and promotion of activities to varying target audiences will be important as well as building networks and inspiring engagement.

Capacity to work some unsociable hours including evenings and weekends is necessary.

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## Responsibilities

### Programme Management and Delivery:

- To lead on the set up and planning of activity in line with agreed delivery plans and budgets including facility booking, equipment sourcing and upkeep, staff coordination, expenditure tracking, session content mapping
- To deliver high quality, accessible sessions that are well attended and impactful, with a focus on improving emotional literacy through programmes including Active Minds, Being Mee and Food, Sports and Men's health
- To promote programmes and sessions to prospective participants and professionals, tailoring approaches to communication based on the target audience using digital and print media
- To be an advocate for best practice and promote the work of BFCCST within the community, including promoting positive physical and mental wellbeing practices
- To build and maintain good working relationships, both internally and externally, always maintaining a professional image







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## Impact Measuring and Reporting:

- To ensure the efficient capture and recording of participant information on Views or Salesforce
- To report programme impact following the collection and processing of qualitative and quantitative data in line with specified outcomes, as required by funders
- To think creatively when presenting impact data to different audiences, working with the Media and Communications team to create digital and print assets.

## Safeguarding, Risk Management and Support

- To ensure all BFCCST safeguarding policies and procedures are always adhered to, including recording any concerns on MyConcern
- Collaborate with other team members and departments to create a cohesive approach to safeguarding.
- Stay informed about safeguarding policies, procedures, and best practices.
- To provide holistic support, introducing individuals to appropriate health and social care services as required
- To ensure risk assessments are conducted for all activity and recorded on CoachingTemp.

## Essential Criteria

- A degree or relevant qualification in a related subject area such as sport psychology, counselling, mental health or health and social care
- Strong working knowledge and understanding of mental health and the role physical activity and social connectivity can play in its management
- Experience of delivering activity-based mental health interventions to a diverse range of participants in groups of varying size
- Good experience of programme planning, delivery and coordination
- Demonstrable experience of connecting and building positive relationships with young people
- Excellent knowledge of societal health & wellbeing challenges and health-based systems







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- An understanding of safeguarding policies and procedures
- Excellent communication and interpersonal skills – both written and verbal
- Ability to prioritise and work within deadlines
- A flexible, proactive and collaborative approach to work
- Previous exposure to working in primary and/or secondary school environments
- Current Emergency First Aid Certificate (or willingness to update)
- Current Mental Health First Aid Certificate (or willingness to update)
- Current Safeguarding Certificate (or willingness to update)
- A full and valid UK Driving Licence, as well as access to a vehicle for work

## Desirable:

- Understanding of the education system and schools
- NGB level 1 sports coaching qualification or equivalent
- Previous exposure to working in partnership with the NHS to deliver mental health programmes, including working with mental health service users
- Experience of marketing and growing programmes in targeted communities
- Knowledge of our local community and the issues being faced by residents

## Personal Qualities:

- A passion for improving the health and wellbeing of others, with a particular interest in improving mental health outcomes
- Confident working independently as well as alongside colleagues at all levels within the organisation
- An ability to think innovatively and engage, motivate and inspire people
- Effective organisation and time management skills
- A proactive approach to seeking out best practices and new ideas to improve delivery
- An understanding of the value of tracking participation and impact
- ICT literate, including an ability to use Microsoft Office programmes to intermediate level







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- Capacity to work some unsociable hours, including evenings and weekends
- A commitment to continued learning and development



Brentford FC Community Sports Trust is a registered charity and a company limited by guarantee registered in England and Wales. Our charity number is 1112784 and our company number is 05602833. The Trust's registered office is Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB. **DISCLAIMER:** This message, including any attachments, is confidential and may be legally privileged. If you are not the intended recipient, you should not disclose, copy or use any part of it - please delete all copies. Any information, statements or opinions contained in this message, including any attachments, are given by the author only. They do not represent the views of Brentford FC Community Sports Trust or any other members of staff. For more information about how we process personal data, please visit our [Privacy Policy](#).