



RECRUITMENT PACK

**HEAD OF DEPARTMENT
(HEALTH & WELLBEING)**
OCTOBER 2026

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www.RUCT.co.uk

**NEW
YORK
STADIUM**

Dear Candidate,

At Rotherham United Community Trust, we are committed to making it easy and enjoyable for everyone in Rotherham to be active because we know that moving more, being active, and participating in sport can transform lives. While many people already benefit from an active lifestyle, too many still face barriers to building physical activity into their daily routines.

We are in a very privileged position, able to use the trust and awareness of the RUFC badge to influence attitudes and gain access to people who are often difficult to reach. Through our delivery teams, we see on a daily basis how sport and physical activity can play a vital role in improving physical and mental health, strengthening the local economy, connecting communities, and contributing to a stronger and more resilient society.

Rotherham is a diverse town, rich in culture and heritage, with communities that are passionate about their identity. Where we live influences how we live, and we believe in harnessing the power of sport to create opportunities, break down barriers, and inspire positive change.

Thank you for your interest in this role. We look forward to the possibility of welcoming you to our team and working together to make a lasting impact on the people and communities of Rotherham.

**DAN WILSON, CHIEF EXECUTIVE OFFICER,
ROTHERHAM UNITED COMMUNITY TRUST**



ABOUT US

Rotherham United Community Trust, formerly known as Rotherham United Community Sports Trust, has been a key part of Rotherham United F.C. for more than a decade. Dedicated to serving the diverse communities of Rotherham, the Trust promotes education, health, inclusion, and sports participation through the power of football.

We aim to inspire individuals and communities to achieve their full potential by delivering high-quality programmes that create opportunities for people of all ages and backgrounds. Our Sports College provides an alternative to traditional sixth-form education, combining academic studies with practical sporting experiences. Partnerships with schools across the borough enhance physical education, English and maths, while employability programmes equip individuals with essential skills for work.

Our health and wellbeing initiatives encourage active lifestyles and mental resilience, with programmes covering mental health, weight management, and fitness. The Trust also champions social inclusion, running initiatives that support young people, including those with disabilities, and collaborating with local organisations to promote equality.

Sports participation is a core part of our work, with holiday camps, football development programmes, and initiatives designed to encourage more women and girls into sport. Affiliation with Rotherham United FC provides unique opportunities to inspire and engage participants.

Based at the GoalZone at the AESSEAL New York Stadium and running sessions from the newly redeveloped Parkgate Astro, we operate from awe inspiring facilities with a team of dedicated professionals passionate about community development.



VISION

Everyone in Rotherham: United, Successful and Living Well.

MISSION

We aim to unite the people of Rotherham by encouraging healthy, active lifestyles, creating inclusive opportunities, and empowering every individual to reach their full potential.

Using the reputation of Rotherham United Football Club, we will grow and strengthen our charity to build a highly interconnected South Yorkshire borough where everyone works together to live their healthiest, most successful life.

PRINCIPLES

- Person centered
- Professional integrity at all times
- Data informed
- Highly accountable

VALUES

- Enjoyment
- Inclusivity
- Collaboration

[Find Out More](#)



EFL GREEN CLUB OF THE YEAR 23/24

Rotherham United Community Trust was awarded the EFL Green Club of the Year in 2024 for our comprehensive 'Go Green' campaign, which addressed environmental sustainability and community engagement. Key initiatives included:

- **#TidyUpOurTown:** A community-driven effort where over 150 participants collected more than 1,100 kilograms of litter from Rotherham's streets.
- **Swap Shop:** Launched by player Georgie Kelly, this program encouraged fans to exchange oversized kits and football boots, promoting reuse and reducing waste.
- **Top Ten Tips Guide:** A resource offering practical advice on adopting environmentally friendly practices.



EFL COMMUNITY CLUB OF THE YEAR 24/25



Rotherham United Community Trust was honoured with the League One Club of the Year award at the 2025 EFL Awards, recognising our exceptional contributions to community cohesion and employability in Rotherham:

- **Inclusion:** Our immediate response to last summer's riots, including cleaning up with the community immediately after the events. Following this, we offered free pop-up football sessions in Wath with weekly craft and chat sessions.
- **United 4 Communities:** Working with the community but focussing on men at risk of isolation and refugees and asylum seekers, we provide a welcoming and inclusive football experience.
- **Employability Programs:** Our employability provision has been developed in partnership with the Department for Work and Pensions (DWP). Working with individuals and groups facing the most complex barriers to work.



EMPLOYEE BENEFITS

We offer:



Westfield
Health Care



Regular Team Building & Staff
Social Days



RUFC Branded
Uniform



Accessible
On-Site Parking



On-Site Gym and
Shower Facilities



Passionate & Supportive
Team

Meet The Team!



JOB DESCRIPTION

Post Title: Head of Department (Health & Wellbeing)

Reports to: Director of Development

Responsible for: Department managers, coordinators/ tutors and officers

Salary: £32,500.00 - £37,500.00

Hours of work: 37.5 hours per week (evenings and weekends as required)

Location: GoalZone, AESSEAL New York Stadium, S60 1FJ

Closing date: Sunday 25th October 2026, 5pm

Purpose of Post

The post is part of the Senior Leadership Team and requires the leadership, management, and development of a Trust thematic department. This role involves departmental leadership, strategic planning, partnership development, staff supervision, and securing funding to ensure the sustainability and growth of impactful initiatives that meet local needs and national priorities.

Supervision received: The post is part of the Senior Leadership Team. While reporting to the Director of Development, the post holder is expected to operate autonomously and take initiative in setting and managing their workload. Regular briefings, strategic meetings, and the annual appraisal process will guide performance.

[Apply Online Here!](#)

Key objectives

- Translate RUCT's strategic ambitions into actionable departmental plans and deliver high-impact programmes that strengthen and grow the charity's reach.
- Drive sustainable growth by securing diverse income streams and maximising the use of RUCT's facilities and services.
- Lead high-performing teams, embed continuous improvement, and ensure robust quality, monitoring, and evaluation processes.
- Build strategic relationships across the region and support the development of innovative projects aligned with community needs.

Duties and Responsibilities

1. Department Leadership and Delivery

- Develop and lead a departmental strategy, aligned to the organisational strategy, with clear goals and tactics.
- Understand and utilise data and insight to inform decision making.
- Overall responsibility for departmental KPIs relating to strategic vision and ambitions of the Trust.
- Ensure all programmes meet funder requirements, KPIs, and quality standards.
- Build and lead delivery teams and ensure effective planning, staffing, and resource allocation.
- Responsible for effective planning, spend and scrutiny of departmental budget.

2. Team Management

- Line manage a team of project staff.
- Demonstrate and regularly reiterate the vision, values and mission of Rotherham United Community Trust.
- Conduct regular one-to-ones, appraisals, and lead team and staff development.
- Promote a positive, inclusive, and high-performance team culture.

3. Partnerships & Stakeholder Engagement

- Build and maintain relationships with significant local, regional and national stakeholders and organisations.
- Position and represent the trust at local, regional and national forums, specific to the department.
- Collaborate with partners to co-design inclusive and responsive programmes.

4. Funding and Business Development

- Identify and secure funding through grants, sponsorships, and tenders.

- Manage department budgets and ensure cost-effective delivery.
- Produce reports, case studies, and presentations to demonstrate impact.
- Present to the Trust board and external organisations to raise awareness/ share the impact of your department.

5. Safeguarding, Compliance and Quality Assurance

- Ensure all activities comply with safeguarding, health and safety, GDPR, and equality policies.
- Lead and embed a culture of safeguarding and inclusion across all staff and projects.
- Maintain accurate records and ensure all staff are DBS-checked and trained.
- Lead on monitoring, evaluation, and quality assurance processes

6. Miscellaneous

- Additional duties as assigned by Directors or the CEO.
- Comply with Equal Opportunities and Health & Safety policies.
- Demonstrate commitment to inclusive and safe working practices.
- Demonstrate high levels of integrity, professionalism, and confidentiality.

Person Specification

Key:

Essential (E)

Desirable (D)

Qualifications and Experience

- Degree-level qualification in a relevant subject or equivalent professional experience. (E)
- Proven experience in leading community, health or physical activity-based programmes. (E)
- Experience in partnership development and stakeholder engagement. (E)
- Experience of managing significant budgets, financial forecasting, monitoring performance against targets and preparing funding applications or business cases. (E)
- Demonstrated ability to improve outcomes and implement innovative strategies. (E)
- Experience of using data, insight and evaluation to design, improve and demonstrate the impact of programmes. (E)
- Experience of line management, staff development and performance management. (E)
- Experience of developing and implementing strategic plans and contributing to organisational growth. (E)
- Level 3 Safeguarding qualification or willingness to achieve within six months of appointment. (E)
- Full UK driving licence and access to a vehicle for work purposes. (E)
- Subject specific qualifications in the field of physical activity delivery (eg. Pilates, gym instructor etc) or community development (D).

- Experience of working on national or regional programmes (D).
- Experience of managing grant-funded projects and ensuring compliance with funder requirements. (D)

Knowledge and Skills

- In-depth knowledge of local community needs and national, regional and local strategies, policies and developments relating to health, physical activity and community development. (E)
- Knowledge of risk management, health and safety, and safeguarding policies (E)
- Skills and Abilities
- Strong leadership, delegation and team management skills, with the ability to motivate, develop and support high-performing teams. (E)
- Strong organisational skills and proficiency in Microsoft 365 applications, digital collaboration tools and data-management systems. (E)
- Ability to prepare high-quality reports, business cases and presentations for a range of stakeholders. (E)
- Ability to develop and implement operational plans that align with organisational objectives. (E)
- Ability to manage multiple projects and competing priorities while delivering high-quality outcomes. (E)
- Ability to influence, negotiate and build effective relationships with a wide range of stakeholders. (E)
- Demonstrates a commitment to improving community outcomes and promoting social inclusion. (E)
- High degree of emotional intelligence. (E)
- Committed to equality, diversity, sustainability and safeguarding. (E)
- Creative, solution-focused, and highly organised. (E)
- • Ability to make difficult decisions and fairly resolve conflicts. (E)
- • Self-motivated with the ability to work independently, take initiative, and always maintain professionalism and confidentiality. (E)
- Eager to learn, demonstrating dedication to high-quality delivery, planning, and continuous improvement. (E)

Personal Qualities

- Resilient, positive and adaptable in a changing environment. (E)
- Demonstrates initiative and a proactive approach to problem-solving. (E)
- Demonstrates integrity, accountability and sound judgement. (E)
- Professional, approachable and able to act as an ambassador for RUCT. (E)
- Committed to improving community outcomes and promoting social inclusion. (E)
- Committed to the values of RUCT. (E)
- Comfortable working evenings and weekends when the role requires. (E)



HOW TO APPLY

Demonstrate your ability to meet the expectations of the job by giving clear, concise examples of how you meet each of the requirements in the Person Specification on your application form. We aim to be an inclusive employer so let us know if you identify any obstacles in the job description, employee specification or application process.

Please submit your **CV, covering letter** and **completed Recruitment EDI Form** to **jobs@ruct.co.uk**.

If you would like to find out more about the role, please contact Emma Schofield, Director of Development, at emma.schofield@ruct.co.uk for an informal discussion.

[Download Recruitment EDI Form](#)

