

Community Health & Fitness Coordinator – Job Description

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.

A Proud Albion Family, Engaged, Inspired and Achieving its Potential.

Making a measurable difference in the heart of our community.

We Care About Making a Difference.

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.

Job Title:	Community Health & Fitness Coordinator
Reports to:	Community Engagement Manager
Contract term and hours:	12-month Fixed Term contract 37.5 hours per week (dependent on applicant availability) <i>This position will require flexibility, including evening and weekend work to ensure full engagement with community groups and programmes. The role will involve regular travel within the local community, so a driving licence and access to a vehicle may be required.</i>
Department:	Community Engagement – Go Local
Salary:	£26,000

Job purpose:

This position plays a key role in delivering health and wellbeing programmes within our Community Engagement department. It offers the opportunity to coordinate and lead a variety of initiatives—such as Fit Baggies, Cancer Kickers, Adult Wellbeing Sessions, and Youth Provision—that make a meaningful impact across the Sandwell borough.

We're looking for someone passionate about community engagement, health, and fitness. The ideal candidate will inspire individuals of all ages to lead healthier lives, support them in achieving their wellbeing goals, and foster inclusive environments that promote physical activity and positive mental health.

Key responsibilities:

Programme Delivery:

- Support the planning and delivery of The Albion Foundation's health and wellbeing programmes, ensuring they meet community needs and deliver meaningful outcomes.

- Design and deliver tailored health and fitness sessions for diverse groups, including children, adults, older adults, and individuals with specific health needs.
- Lead regular fitness classes, sports sessions, and physical activities that promote cardiovascular health, strength, flexibility, and overall wellbeing.
- Provide guidance on nutrition, lifestyle, and mental health to support a holistic approach to healthy living.

Community Engagement:

- Conduct community research to identify gaps in health and wellbeing provision and develop new sessions by leveraging existing funding or exploring alternative funding opportunities.
- To liaise with participants, partners, parents/guardians to support recruitment into and quality delivery of the programme.
- Encourage active participation from disadvantaged groups or those with specific needs, ensuring programmes are inclusive and accessible.
- Act as a positive role model, inspiring individuals to develop behaviour/positive lifestyle changes.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
- Improved reputation and collaboration with Sandwell residents, Community groups, Faith Groups & Statutory services in Sandwell

Health & Well-being Support:

- Support individuals in setting and achieving their personal health and fitness goals.
- Provide one-to-one coaching or group sessions on fitness plans, healthy eating, and mental health.
- Foster a supportive and non-judgmental environment, helping participants feel comfortable and motivated to make changes in their lifestyle.

Education & Awareness:

- Deliver workshops, talks, and educational sessions on key health topics such as physical activity, mental health, nutrition, and the importance of regular exercise.
- Raise awareness of the health services and resources available in the community.
- Build relationships with key local partners to embed pathways across Sandwell both into and out of TAF.
- Support the bigger picture of the foundation to promote the events and the business, including linking health and wellbeing sessions to foundation events such as 'the colour run' and other fundraising events throughout the year.

Monitoring & Reporting:

- Track participant progress and assess the impact of programmes on health and fitness outcomes.
- Gather and analyse participant feedback to inform and improve future programme delivery.
- Report outcomes to the Community Engagement Manager, ensuring alignment with The Albion Foundation's objectives and funder requirements.
- Contribute to quality assurance processes to maintain high standards of delivery.
- Support administrative and monitoring tasks by accurately recording data on relevant systems (e.g., Abler, Salesforce).
- Carry out administration relevant to the role including registers and impact surveys.

Safeguarding & Safety:

- To contribute to the welfare and safeguarding of participants
- Ensure all health and fitness activities are safe, fun, and inclusive, following relevant health and safety guidelines.
- Adhere to safeguarding policies, ensuring the well-being of all participants in the programmes.

Personal Attributes:

- Passionate about health, fitness, and wellbeing, with a genuine desire to make a positive impact in the community.
- Energetic and enthusiastic, with the ability to inspire and motivate others to achieve their fitness goals.
- Empathetic and patient, supporting individuals at all stages of their health and wellbeing journey.
- Flexible and well-organised, capable of managing multiple programmes and priorities effectively.
- Strong people management skills, with the ability to lead and support staff across a variety of sessions.

For all Albion Foundation staff

- Always promote a positive and professional image, including appropriate appearance and punctuality.
- Maintain an understanding of The Albion Foundation's departments and projects and actively encourage wider participation.
- Attend performance reviews, staff meetings, and training sessions as required.
- Carry out any other duties deemed appropriate by your line manager or equivalent.

Community Health & Fitness Coordinator – Person Specification

Education & Qualifications	Essential	Desirable	Measured
Degree or equivalent qualification		✓	Application
Level 2 or 3 qualification in fitness, personal training, or sports coaching (or equivalent)	✓		Application
Multi Skills Level 2 or equivalent	✓		Application
FA First Aid & Safeguarding Qualification	✓		Application
Enhanced DBS check (or willingness to undergo DBS check).	✓		Application/Onboarding
Essential attributes			
Experience of delivering health and fitness sessions to a variety of age groups and abilities	✓		Interview
Understanding of the benefits of physical activity for mental and physical well-being	✓		Interview
Strong communication and motivational skills, with the ability to engage and inspire participants	✓		Interview/Practical
Ability to plan, organize, and deliver high-quality fitness and health programmes	✓		Interview/Practical
Desirable attributes			
Experience in community-based fitness or health promotion		✓	Interview
Additional qualifications such as Level 4 GP Referral or Mental Health First Aid		✓	Interview
Experience of working with specific groups, such as older adults or people with long-term health conditions		✓	
First Aid & Safeguarding qualifications		✓	Interview/Onboarding
Equality & Diversity			

Must be able to recognise discrimination in its many forms and adhere to Foundation's Equality policies	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview

Additional information

This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.

TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.

All staff are expected to:

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.