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November 12, 2021

Dear Applicant

Ref: Healthy Living Services Manager

Thank you for your interest in the post of Healthy Living Services Manager.

This pack comprises information about the post and links to find out more about the work involved.

Our annual report can be found here:

<http://www.feelgoodfactory.org.uk/images/Reports/Annual-Report.pdf>

This post involves working as part of Living Well Sefton. Information about this can be found here:

<http://www.livingwellsefton.org.uk/>

If you wish to apply, please do so using our online application form. **Please note that we do not accept C.V.s. – only applications received via our application form will be accepted.**

In order to apply please follow these steps:

1. Read the information about the post carefully.
2. In particular you will be asked to provide a letter in support of your form. This is mandatory and the most important part of the application form. You will be asked to upload this with the online form.
3. Once you are ready, please access the online form. This can be found here:
<https://form.jotforme.com/NethertonFeelgood/job-application-form>
4. Please also complete the Equal Opportunities Form here.
<https://form.jotform.com/NethertonFeelgood/EOForm>
This is kept separate from applications.
5. When you are happy with the form, click submit.
6. A summary of your application will be sent to you by email.

If for any reason you cannot use this form, please email me at the address above and I will forward to you a PDF copy of the form.

The closing date for applications is 5 p.m. on 3rd December. If you have not heard from us by two weeks following that date, please assume that you have not been successful.

Should you have any questions please do not hesitate to contact me by email.

Good luck with your application.

Yours sincerely

A handwritten signature in blue ink that reads "Sandra Duncan". The signature is written in a cursive style.

Sandra Duncan
Chief Executive



Healthy Living Services Manager

Job Description

Job Title: Healthy Living Services Manager

Salary: £27,000 p.a.

Hours of Work: 35 per week

Reports to: Chief Executive

Location: Netherton Feelgood Factory

Contract until 31st March 2024 in the first instance.

Staff Responsible for: Relevant Project Workers and Volunteers

Job Purpose:

- To assist the Chief Executive in managing and developing the Healthy Living services of the Feelgood Factory.
- To take particular responsibility for managing the Living Well Sefton staff and activities within the Feelgood Factory as part of the wider Living Well Sefton Project managed by Sefton CVS
- To manage other areas of work in negotiation with the Chief Executive
- To manage budgets and finances within the areas of responsibility
- To work with the wider team of Feelgood Factory to implement the organisation's aims and objectives
- To represent the Feelgood Factory, in a senior capacity, at external meetings, events and functions

Main Duties & Responsibilities:

Project Management

- To co-ordinate and manage those staff responsible for the delivery of Healthy Living services (including Living Well Sefton staff) within own areas of responsibility
- To take specific responsibility for ensuring that activities and projects comply with all statutory requirements.
- Co-operate with other managers to implement Quality Assurance systems within the organisation

- To produce and present written reports for funders, the Chief Executive and Board
- To network and liaise with community groups and external agencies in order to develop effective working relationships
- To co-ordinate and work closely with defined partners in order to achieve joint delivery of project outcomes.
- To chair a Neighbourhood Hub as part of the Living Well Sefton Project
- To ensure that Service Level Agreements and funding conditions are met
- To manage specific projects as agreed with the Chief Executive.

Project Delivery

- To manage a caseload of clients as part of the Living Well Sefton Project.
- Where appropriate, facilitate group activities to promote physical wellbeing (e.g. healthy eating) within the community).

Budget Management

- To ensure that projects operate according to pre-set annual budgets.
- To work with the Chief Executive and the Business Development Manager to set and oversee budgets annually.
- To work with the Chief Executive and other members of the Feelgood Factory staff team to develop and implement operational procedures which fulfil the organisation's objectives.
- To participate in developing the future strategy of the Feelgood Factory, in conjunction with the Chief Executive and Board of Trustees
- To take specific responsibility for the development of new activity areas
- To represent Feelgood Factory at external events (whether or not directly related to the operational responsibilities of the role)
- To undertake other tasks, as directed by the Chief Executive or Board.

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood Factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners



PERSON SPECIFICATION

Healthy Living Services Manager

	Essential	Desirable	Method of Assessment
Qualifications & Training	Educated o degree level or equivalent		Application Form
Knowledge, Skills, Experience	A good knowledge of healthy living issues		
		Ability to facilitate groups covering health and wellbeing	Application Form & Interview
	Experience of managing and motivating staff and volunteers		Application Form & Interview
	Experience of managing budgets and finances		Application Form & Interview
		A good knowledge of the Community and Voluntary Sector	Application Form & Interview
	A working knowledge monitoring and evaluation of projects		Application Form & Interview
		A good knowledge of relevant issues in the borough of Sefton	Application Form & Interview
	Excellent presentational and interpersonal skills		Application Form & Interview
	To be able to use and have experience of using Information Technology		Application Form
	Excellent written and verbal communication skills with the ability to relate to people at all levels		Application Form, Interview
	Ability to recognise discrimination in its many forms and put equal opportunities policy into		Application Form & Interview

	practice		
	A good knowledge of health and safety issues		Application Form & Interview
Other General Competencies	Ability to manage time and self effectively and to meet deadlines		Application Form
	Ability to work as part of a team and under own initiative		Application Form & Interview
	Willingness to work in a flexible way in line with the requirements of the post. This will involve some evening and weekend work		Application Form & Interview

Revised August 21 (SAJD)