



MANSFIELD TOWN
COMMUNITY TRUST



APPLICATION PACK

Health and Equality Lead

1. JOB SPECIFICATION



MANSFIELD TOWN COMMUNITY TRUST

Job Title	Health and Equality Lead
Employer	Mansfield Town Community Trust (MTCT)
Reporting to	Head of Delivery
Direct Reports	Community Coaches and Casual Coaches
Hours	37.5 hours p/w
Contract	Full Time
Location	Mansfield Town Community Trust Offices, Remote Working and Offsite Delivery
Salary	£27,202
Closing Date	25th October 2026
Interview	11th November 2026
Start Date	TBC

2. JOB PURPOSE



As Health and Equality Lead, you will lead the coordination, quality assurance and operational management of Mansfield Town Community Trust's (MTCT) health, wellbeing and physical activity programmes, while also acting as the Trust's lead for Equality, Diversity and Inclusion (EDI), the main operational contact for Walking Football, and the lead for coordinating work experience opportunities.

- **Equality, Diversity and Inclusion (EDI):** Act as MTCT's EDI Lead, promoting equality, diversity, accessibility and inclusion across the Trust's programmes, workforce and partnerships. Attend relevant EDI meetings, conferences and training with organisations including the EFL in the Community and Premier League Foundation, share learning with colleagues and identify opportunities to strengthen inclusive practice across the Trust.
- **Walking Football:** Act as the main operational contact for MTCT's Walking Football provision, overseeing the planning, coordination, development and quality assurance of sessions. Build and maintain positive relationships with participants, delivery staff, partners and relevant stakeholders.
- **Work Experience:** Coordinate work experience opportunities across MTCT and act as the main point of contact for schools, colleges and referral partners. Organise placements, liaise with staff and participants, support appropriate placement planning and ensure opportunities are delivered safely and in line with MTCT policies and safeguarding requirements.

2. JOB PURPOSE



- **Safeguarding:** Demonstrate a strong understanding of safeguarding, including recognising concerns, responding appropriately to disclosures and incidents, following reporting procedures and escalating concerns promptly to the appropriate safeguarding and management leads.
- **Leadership and Programme Management:** Provide leadership and line management to delivery staff, ensuring programmes are delivered in accordance with funding requirements, safeguarding procedures, organisational policies, equality principles and recognised best practice.
- **Partnerships and Development:** Develop and maintain effective relationships with internal teams, external partners and stakeholders, identifying opportunities to improve provision, demonstrate impact and support the continued development of MTCT's Health, Wellbeing, Equality, Walking Football and Work Experience programmes.
- **Performance and Quality Assurance:** Work closely with the Head of Delivery, Safeguarding Lead, delivery team and external partners to monitor programme performance, maintain quality standards, demonstrate impact and identify areas for improvement.

3. KEY RESPONSIBILITIES



Programme Management and Quality Assurance

- Coordinate the day-to-day delivery of MTCT's Health and Equality programmes, ensuring safe, effective and high-quality provision.
- Lead the planning, scheduling and quality assurance of programmes delivered within prisons, day centres and community settings.
- Ensure workshops and activities comply with grant funding requirements, safeguarding procedures, organisational policies and recognised best practice.
- Monitor programme quality through observations, participant feedback and staff support.
- Identify and implement improvements to programme quality and delivery.
- Monitor outputs, outcomes and performance targets linked to funding agreements.

Partnership and Stakeholder Management

- Develop and maintain positive working relationships with prisons, day centres, healthcare professionals, local authorities, referral agencies and community partners.
- Act as the main point of contact for partner organisations, ensuring effective communication and collaborative working.
- Attend partnership meetings, networking events and stakeholder forums to strengthen relationships and identify development opportunities.
- Support the development of new partnerships that enhance MTCT's Health and Equality provision.
- Respond positively to partner and participant feedback to support continuous improvement.

3. KEY RESPONSIBILITIES



Delivery Responsibilities

- Plan and deliver engaging Health and Equality workshops for adults across prisons, day centres and community settings.
- Deliver sessions that promote positive mental health, resilience, confidence, physical activity and overall wellbeing.
- Adapt workshops to meet the needs of diverse participant groups.
- Create safe, inclusive and supportive learning environments.
- Support additional Health and Equality initiatives, community activities and events where required.
- Occasional School Sport delivery to fit the needs of the Trust.

Leadership and Staff Management

- Line manage staff, providing regular supervision, guidance and support.
- Conduct monthly one-to-one meetings, set objectives, review performance and identify development opportunities.
- Support the induction, mentoring, CPD and ongoing development of delivery staff.
- Monitor staff wellbeing and performance, escalating concerns to the Head of Delivery where appropriate.
- Promote a positive, supportive and high-performing culture within the delivery team.

3. KEY RESPONSIBILITIES



Monitoring, Evaluation and Reporting

- Lead the accurate use and management of Salesforce across Health and Equality programmes.
- Ensure participant engagement, programme activity, attendance and outcomes are accurately recorded within agreed timescales.
- Monitor KPIs and programme performance through Salesforce and other Trust monitoring systems.
- Complete regular quality assurance checks to ensure monitoring and evaluation data is accurate and meets funding requirements.
- Produce and analyse Salesforce reports to support programme monitoring, organisational planning and funding compliance.
- Prepare accurate monthly, quarterly, mid-year and end-of-project reports for funders and partner organisations.
- Collect participant feedback, case studies and impact data to demonstrate programme effectiveness and support future funding opportunities.
- Provide regular updates to the Head of Delivery on programme achievements, risks, challenges and opportunities for improvement.

Professional Development and Compliance

- Maintain current knowledge of Health and Equality best practice, safeguarding legislation and relevant sector guidance.
- Attend mandatory training and relevant CPD to maintain professional knowledge and best practice.
- Ensure compliance with safeguarding, health and safety, GDPR and all MTCT policies and procedures.
- Ensure session plans, risk assessments and programme documentation are maintained accurately and in accordance with Trust procedures.
- Ensure delivery staff maintain required safeguarding, DBS, first aid and mandatory training requirements.

4. GENERAL RESPONSIBILITIES



- Work cooperatively with colleagues to promote a positive work environment.
- Maintain open communication across the Trust.
- Follow all Trust policies and procedures.
- Promote health and safety practices.
- Maintain tidy and safe workspaces.
- Uphold MTCT safeguarding requirements.
- Promote MTCT's vision, mission and values and represent the Trust professionally across all delivery settings.
- Attend training and development opportunities as required.
- Act as a positive ambassador for Mansfield Town Community Trust.
- Promote equality, inclusion and positive participant experiences across all Health and Equality programmes.
- Undertake any other duties appropriate to the role as reasonably requested by the Head of Delivery or Senior Leadership Team.



5. PERSON SPECIFICATION



QUALIFICATION, SKILLS, EXPERIENCE AND KNOWLEDGE

Essential	Desirable
FA Emergency First Aid	Experience of delivering in day services and prisons
FA Safeguarding for All	Knowledge of vetting processes for HMP Prisons
Experience of working with adults within assisted living and mental/physical additional needs.	Knowledge of the need for ASB prevention in in the Nottinghamshire area.
Experience of delivering mental health and wellbeing workshops.	High understanding of EDI and what it means to be inclusive across all provisions.
Knowledge of the Mental Health and Wellbeing Framework	Experience of delivering extracurricular or enrichment activities
Ability to plan and deliver engaging sessions in different environments	Experience of using SharePoint
Ability to adapt sessions to different ages and abilities	Experience of working within a wider delivery team
Excellent communication and interpersonal skills	Experience of using Salesforce or similar systems
Ability to build positive relationships	Experience of monitoring and evaluation
Ability to work independently and as part of a team	Level 3 / 4 HLTA Qualification
Strong organisational and administrative skills	FA Level 2 Coaching / UEFA C qualifications

5. PERSON SPECIFICATION



QUALIFICATION, SKILLS, EXPERIENCE AND KNOWLEDGE

Essential	Desirable
Ability to monitor and record programme information and complete mid year and end of year monitoring reports.	
In depth knowledge of Safeguarding and reporting lines	
Mental Health First Aid trained or willing to work towards.	
Full UK Driving License	
Enhanced DBS Check Required?	Yes

PERSONAL VALUES

- Committed to personal and professional development.
 - Positive and enthusiastic approach to working with people of all ages.
 - Works effectively and positively with colleague, community organisations and partners.
 - Leads by example and acts with integrity.
 - Highly organised with strong attention to detail.
- Self-motivated, reliable and adaptable.
 - Committed to equality, inclusion and safeguarding.
 - Passionate about sport, physical activity and improving outcomes for people of all ages.
 - Committed to delivering high-quality sessions and positive participant experiences.
 - Positive attitude towards innovation and continuous improvement.

6. MTCT MISSION, VISION & VALUES



Mission

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Vision

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Our Core Values

- To become a highly impactful and trusted organisation
- Promote physical and mental wellbeing through our work
- Make a positive difference to those in our communities
- Provide unique experiences connected to Mansfield Town FC



7. HOW TO APPLY



We are keen to understand your potential, motivation and thinking - not just your CV.

To apply, please complete the [online application form](#) and [Equality & Diversity Monitoring Form](#)

Closing date: 5pm on Sunday 25th October 2026

Shortlisted candidates will be invited to interview

If you'd like an informal chat about the role, get in touch with Macauley Short Head of Delivery at macauley.short@mansfieldtownct.net

Job Description reviewed and modified by:	Ricky Stevenson
Date Job Description reviewed and modified:	02/10/2026
Job Description Authorised by:	Ricky Stevenson



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THANK YOU FOR TAKING THE TIME TO READ THROUGH OUR APPLICATION
PACK. FOR MORE INFORMATION ABOUT THE TRUST, OUR PROGRAMMES, AND
THE IMPACT WE MAKE ACROSS OUR COMMUNITIES, PLEASE VISIT
WWW.MANSFIELDTOWNCT.NET OR CALL US ON +44 7719 203130