

JOB DESCRIPTION

Health Mentors Programme Coordinator

About Fit For Life Youth

Fit For Life Youth (FFLY) is a young charity with a mission to empower young people through its programmes and activities, all of which have a focus on fitness and well-being. We operate a community gym with commercial features, the proceeds from which support our charitable initiatives. Our goal is to become the most impactful youth charity in London. We have recently been awarded funding to work in partnership with Dalgarno Trust to deliver the **Health Mentors Programme** (March 2025 – April 2027).

Health Mentor: Working to a role description, these will be local residents, ideally from either the Dalgarno Ward or Notting Dale Ward who sign up to support fellow residents who sign up to be Health Buddies to achieve their personal health and well-being goals within a given period.

Health Buddy: Working to a role description, these will be local residents from either the Dalgarno Ward or Notting Dale Ward who sign up to be supported, by a Health Mentor, through a series of regular one-to-ones and work to achieve their personal health and well-being goals within a given period.

The role

Job Title	Health Mentors Programme Coordinator
Salary	£18,000 per annum
Hours of work	21 hours (3 days) per week
Location	Fit for Life Youth HQ/ Dalgarno Trust Community Centre and North Kensington
Contract type	Fixed term until 30 April 2027
Responsible to	Chief Executive Officer
Responsible for	Health Mentors Programme Team Leader

Purpose of the job

- To lead the recruitment of Health Buddies who will be matched to Health Mentors for one-to-one sessions.
- To set up, work with, and maintain suitable electronic and paper systems and processes that supports the effective management of the programme.
- To lead on maintaining performance records of the programme and work with the Programme Leadership Team to ensure risks are identified and mitigated.
- To work with the Health Mentors Programme Team Leader at Dalgarno Trust (DT) and any other designated programme delivery personnel to achieve the outcomes of the programme.

Duties and responsibilities

Outreach and engagement

- Work with the Team Leader and lead the development and implementation of a comprehensive outreach programme that markets the opportunities of Health Mentors and Health Buddies.
- Lead the organisation of community engagement events and activities that attract local people to sign up as Health Mentors and Health Buddies.
- Undertake coordinated direct engagement efforts to give out information and explain the programme benefits and opportunities to local people.
- Undertake and support outreach efforts to reach a wide audience of local people in Dalgarno Ward and Notting Dale Ward and promote the programme with a view to recruiting 50 Health Buddies in Year 1 and a further 50 in Year 2.
- Represent the programme to external stakeholders as necessary, e.g. through attendance at partnership meetings and events.

Recruitment and support to Health Buddies

- Develop and implement a recruitment process which ensures suitable and committed people are recruited to fill the Health Buddies roles.
- Take direct responsibility to recruit Health Buddies and in consultation with the Team Leader, make suitable pairings with the Health Mentors.
- Produce and implement a programme of orientation for all Health Buddies ensuring that they all understand the requirements of the programme and the support available to them.
- Work with the Team Leader to support the delivery of the Health Mentors' training and briefing programme.
- Ensure consistency in branding, messaging, and meaning behind all communication that goes out about the programme.
- Ensure that all Health Buddies have the relevant information about their relevant health goals through regular engagement, arrange and maintain a schedule of progress meetings (one-to-ones), and track progress. Provide direct support to Health Buddies where necessary.
- Help maintain a sufficient pool of Health Buddies to achieve the annual target of 50 per year (5 per Health Mentor).

Programme Performance Management

- Maintain electronic records of all programme information such as contact details, progress of each of Health Mentor/Health Buddy pairing, case studies and testimonies, and other delivery information as expected.
- Report to the FFLY and Dalgarno Trust Programme Leadership on programme performance as expected.

- Lead efforts, by working with the Programme Leadership, to regularly report on the performance of the programme both internally within the partnership, and externally to the Council's Public Health Team.

Marketing

- Support the production of high-quality marketing content that effectively communicates the programme.
- Work with necessary team members to collect, collate, and present relevant and impactful information from the delivery of the programme in income generation efforts (e.g. fundraising applications).
- Promote the FFLY gym and its classes to Health Mentors, Health Buddies, and other contacts as appropriate.

Other duties

- To support a culture of growth through collaboration by suggesting, testing, and implementing ideas that help achieve this aim.
- To undertake any such other duties as are commensurate with the nature of the job to meet the needs of FFLY.
- To adhere to the organisations equal opportunities policy, health and safety policy and all other FFLY policies.

PERSON SPECIFICATION
Health Mentors' Programme Coordinator

Requirements	Essential (E)/ Desirable (D)
Qualifications and training	
GSCE English and Mathematics at grade A-C or 6+, or equivalent	E
Experience	
Experience of delivering information sessions to a broad range of audiences.	E
Strong experience of undertaking administrative tasks such as task planning, allocation of task, follow through to completion, and review.	E
Experience of undertaking outreach work in inner-city areas and engaging with a diverse and multicultural communities.	E
Experience of reading, analysing, presenting information for consideration by senior stakeholders.	E
Experience of direct engagement with people to secure interest in products/services.	E
Skills and abilities	
Excellent written and oral communication skills.	E
Ability to work as part of a team, including working with others outside of the organisation to co-ordinate actions that align with organisational goals and timelines.	E
Ability to maintain accurate and up to date records of service delivery and project performance management information.	E
Ability to work with competing priorities and work under pressure.	E
Ability to maintain a professional working relationship with staff, clients, volunteers and partner organisations.	E
Ability to work with minimal supervision and achieve targets.	E
Knowledge and Understanding	
Knowledge of the longstanding socio-economic and health issues and challenges faced by minoritised communities.	E
Understanding of the non-profit sector and the services it provides to people and communities.	E
Understanding of project management processes to maintain delivery oversight.	
Understanding of the importance of deadlines and involvement of a range of stakeholders in meeting deadlines.	E
Computer literate with strong proficiency in using Microsoft packages (MS Word, MS Excel and MS PowerPoint)	E