



Health for All (Leeds) Ltd

Candidate Information

Application Pack

**Work and Health Trailblazer
Friendship and Skills Project (Ref: 304)**

Welcome

Dear Applicant,

Thank you for your interest in Health for All and the post of **Coordinator - Work and Health Trailblazer - Friendship and Skills Project (Ref: 304)**.

Health for All is a charity created to meet the needs of people in Leeds & Bradford and continues to respond to the changing needs of individuals and communities in Leeds and beyond. We provide a wide range of health-related activities for people unable to access mainstream services. Our services improve the quality of life for all generations.

Our mission is to enable the poorest and most vulnerable communities to overcome the challenges of health and social inequality. Our grassroots approach invests in safe, welcoming community spaces, tailored services built around communities in need, instilling confidence and equipping people with the skills to live happy, healthy lives.

Health for All's vision is health and wellbeing for all, a society free from inequality, poverty and isolation. We have supported individuals and families for over 32 years, with the clear aim of actively redressing health inequalities, tackling its root causes.

Health for all works with people of all ages, from birth to later years. We support individuals, families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects including : giving a child the best start in life; delivering energetic enjoyable activities for children; channeling young people's idealism and energy into positive action; improving mental health through building quality relationships; providing access to volunteering; caring and connecting in times of crisis and enabling older people to retain independence and thrive.

This post will lead an exciting short-term project, aimed at engaging and mobilising individuals in south Leeds who are facing health challenges and supporting their journey towards employment or self-employment.

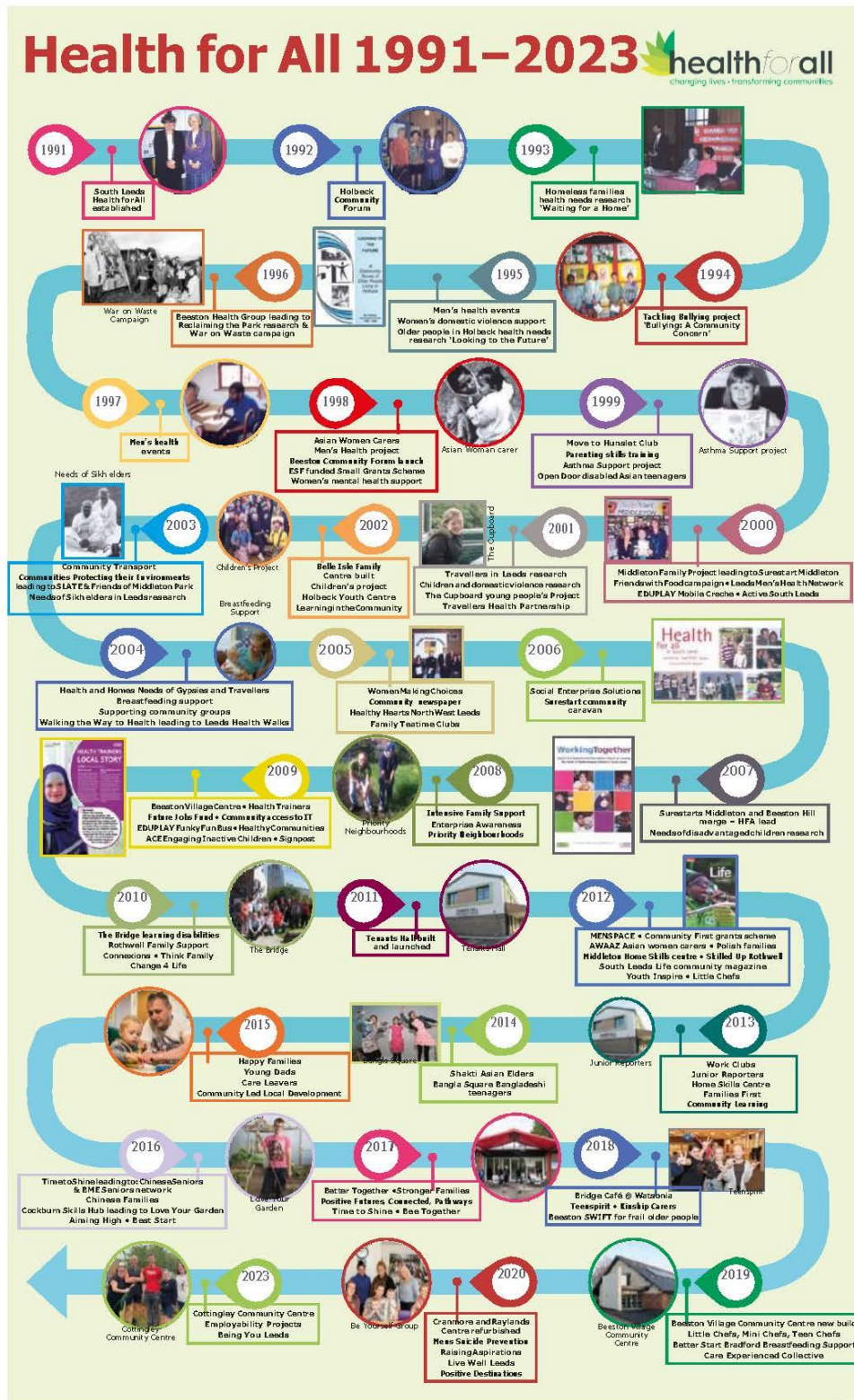
To find out more about the work of Health for All please visit our website: www.healthforall.org.uk

The closing date for applications is: **Tuesday 16th September 2025 at 12 noon**. To apply for this vacancy please ensure you download the application form and ensure your application is submitted to recruitment@healthforall.org.uk before the closing date.

We hope this pack gives you an insight into Health for All and the role. Good luck with your application and we look forward to receiving it.

Kind Regards
Victoria Standish
Human Resources Manager

Health for All - Background



Health for All – About us

In 1991 south Leeds Health for All was set up with current CEO Pat McGeever appointed as a worker to engage and learn from the many diverse communities in the local area about the issues affecting their lives and, as a result, their health. This fact-finding mission led to the identification of issues and subsequent research into homelessness, a lack of support for low-income, pre-school families, isolation of older people and bullying of young people.

In 1996, Health for All became a charity and grew from our starting base in a small attic office in Beeston into our current headquarters in Tenants Hall and five additional local Community and Family centres.

Year after year, our ability to deliver more support to diverse groups has grown and now, we're proud to have facilitated the launch and success of over 70 thriving local self-help and community groups stretching across south Leeds, into areas of west, east and north Leeds, and Bradford.

It is through the support of funders we are able to continue providing vital projects and services. We are funded by grants, contracts and donations and it's only through the continued support of both existing and new funders that we can keep delivering our services. Our heartfelt thanks to our past and present funders.

Health for All improves the health and wellbeing of children, young people, adults and older people through a range of accessible, innovative services.

We have supported families for over 20 years, in the belief that children deserve the best start in life. Many parents face multiple challenges, including poverty, poor health or housing, domestic violence, disability. We use a 'whole family approach', delivering tailored support to children, young people and parents/carers. We support families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects.

We are privileged to have worked with people with learning disabilities for over 20 years, since running a weekly confidence building and activity group in south Leeds. Our ethos is that each individual is unique and has immense potential, our role being to help them discover and develop their innate skills and talents.

To find out more about Health for All and the work we do please visit our website:
www.healthforall.org.uk

Health for All – Applicant Letter

September 2025

Dear Applicant

Re: Coordinator-Work and Health Trailblazer - Friendship and Skills Project (Ref: 304)

Thank you for showing an interest in the above post, I enclose some information to help you should you decide to apply.

Further information about Health for All, can be found on our website:
www.healthforall.org.uk

This application pack includes the following:

- Job Advert
- Job Description
- Person Specification
- Right To work information
- Recruitment of ex-offenders

Please note we do not accept CV's or additional information other than the application form.

The closing date for applications is **Tuesday 16th September 2025 at 12 noon.**

All applications must be returned to recruitment@healthforall.org.uk or to Tenants Hall Enterprise Centre, Acre Close, Middleton, Leeds, LS10 4HX before the closing date and time.

Good luck in your application and we look forward to receiving it.

Victoria Standish
Human Resources Manager

Project Coordinator Ref: 304

Work and Health Trailblazer

Friendship & Skills Project

Are you passionate about supporting people to overcome barriers and achieve their goals?

Can you work collaboratively as part of a team to build strong connections?

Are you proactive and adaptable to engage with individuals from diverse backgrounds and tailor support to their unique needs?

If so, we have the perfect opportunity for you.

Health for All is dedicated to supporting individuals facing barriers to employment, helping them build confidence, skills, and opportunities to create a brighter future. We are seeking an experienced highly motivated, proactive, and dedicated project coordinator to lead on this new and exciting short-term project, currently funded until end of March 2026. The aims of this project are to engage and mobilise disadvantaged or inactive people and start their progress towards employment.

You will play a key role in setting up and leading on the project, supporting and managing 3 project workers to identify individuals suitable for the project. This is a hands-on role where you will deliver guidance, mentoring, and practical support to enable real progress. You will have proven experience on leading on employment projects, managing staff and understand the health issues facing disadvantaged communities and the barriers to employment.

We are looking for someone who is self-motivated, organised, with experience on leading projects and staff and who can build partnerships with existing Health for All groups, local employers, training providers and community organisations. You will have excellent communication, interpersonal, administration and IT skills and have a strong commitment to inclusivity.

Hours: 14 hours per week (Days and hours to be discussed at interview)

Contract Type: Fixed term contract until the end of March 2026.

**Salary: £11,400 per annum based on 14 hours per week
(£5,700 Actual for 6-month Contract)**

Closing Date for applications: Tuesday 16th September at 12 noon

Interview Dates: Thursday 18th September 2025

We are committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to a DBS check.

To apply for this vacancy please visit our website www.healthforall.org.uk and download the application pack

**Project Coordinator
Work and Health Trailblazer
Friendship and Skills Project**

SALARY:	£11,400 Annual salary for 14 hours per week £5,700 for the 6-month contract
HOURS:	14 hours per week
CONTRACT TYPE:	Fixed term until 31 st March 2026
OFFICE BASE:	Tenants Hall, Acre Close, Middleton, LS10 4HX
REPORTS TO:	Work and Health 'Friendship and Skills' Project Coordinator
RESPONSIBLE FOR:	Project Workers – Work and Health 'Friendship and Skills' Project
RESPONSIBLE TO:	HFA Trustee Board

MAIN PURPOSE OF POST:

- To lead an exciting short-term project, aimed at engaging and mobilising individuals in south Leeds who are facing health challenges and supporting their journey towards employment or self-employment.
- To play a pivotal role in setting up, delivering, and leading the project. You will be responsible for managing a small team of three Project Workers, providing hands-on support, mentoring, and guidance to ensure project beneficiaries overcome barriers and make real progress towards employment/enterprise
- To complete the administration, record keeping Monitoring and evaluation, and report on project progress and outcomes.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

DUTIES:

- To line manage a small team to ensure delivery of effective, high quality, engaging activities, producing an attractive menu of courses designed to achieve the aims of the project.
- To design effective monitoring tools to ensure all outcomes of the project are achieved.
- To produce regular reports on progress regarding engagement, the programme, achievements and financial monitoring.

- To create, produce and maintain an appropriate template for the Personal Action Plans each participant of the project will complete and use it to monitor their progress towards their goals.
- To support project workers to help participants complete Swemwebs demonstrating self-assessment at the beginning of the project, their progression at the middle and achievements by the end of the project.
- To assist project workers, following engagement of participants, to assist in formation of new 'Friendship and Skills' groups which will run alongside established groups.
- To assist with planning and delivering group workshops to support participants to learn practical skills relevant to their skills and interests.
- To build and maintain links with other staff, supporting the groups providing participants for the project, setting up team meetings and events promoting the project and celebrating achievements.
- To liaise with funders, groups and partners, ensuring effective communication at all times.
- To ensure accurate and timely collection of project data in collaboration with Project Workers.
- To develop a good working knowledge of appropriate services and groups.
- To explore different funding opportunities to support the sustainability of the project beyond the current contract.
- To work with the Healthy Communities Manager, ensuring the project is kept to budget.
- To attend training and relevant meetings as directed by the line manager.
- To maintain appropriate professional boundaries at all times, whilst working in a person-centred way.
- To promote wellbeing ensuring that all safeguarding policies are adhered to and any concerns are reported to management.
- To actively respect and consider cultural, religious, personal and social needs.
- To ensure compliance with Data Protection regulations and GDPR (General Data Protection Regulation) rules.
- To undertake any further tasks required to further the aims and objectives of Health for All.
- To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Equal Opportunities and other policies.

Health for All – Person Specification

	Essential	Desirable	Shown by
Qualification	<ul style="list-style-type: none"> Qualification in providing employment and skills advice or equivalent experience. 	<ul style="list-style-type: none"> Degree in Health, Community Development or related field or equivalent high-level experience 	Application Form / Interview
Experience	<ul style="list-style-type: none"> Experience of planning, organising, coordinating and leading successful projects. Experience of work in employability fields. Experience of building connections within the wider community and developing links with other relevant partners. Experience of managing, supervising and supporting staff. Experience of effectively working as part of a team. Experience of monitoring and evaluating and keeping accurate records. Experience of successfully working with diverse communities. Experience of completing funding applications. 	<ul style="list-style-type: none"> Experience of working in the voluntary / charity/ community sector. Experience of using monitoring and evaluation tools such as Swemwebs. Experience of budget management 	Application Form / Interview
Skills	<ul style="list-style-type: none"> Excellent communication skills including telephone, text, email, written and face to face. Good team management skills. Excellent interpersonal skills, including active, non-judgemental listening skills. Good assessment skills including risk assessment and planning. 		

Health for All – Person Specification Continued

	Essential	Desirable	Shown by
Skills	<ul style="list-style-type: none"> • Strong organisational skills and administrative skills. • Excellent IT Skills in Microsoft packages. • Skills in writing Project Reports for dissemination 		Application Form / Interview
Abilities	<ul style="list-style-type: none"> • Ability to keep accurate records. • Ability to plan and prioritise workload and meet targets. • Ability to work flexibly to meet the needs of the service. • Ability to work independently, use initiative and prioritise workload effectively. • Ability to motivate and mentor staff and participants. • Ability to maintain professional boundaries. 		Application Form / Interview
Knowledge	<ul style="list-style-type: none"> • Demonstrate the knowledge, confidence and skills to work with people with a range of needs. • Knowledge of building capacity and skills of individuals and groups • Knowledge of the barriers to employment and self-employment faced by various communities. <p>Knowledge of health inequalities and how these impact individuals and communities.</p>	<ul style="list-style-type: none"> • Knowledge of local community resources. • Knowledge of community and voluntary sector ethics. 	Application Form / Interview

Health for All – Person Specification Continued

	Essential	Desirable	Shown by
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • A commitment to inclusivity, equality and diversity. • A positive proactive attitude. • Willingness to work flexibly through prior arrangement. • Patient, non-judgmental, respectful and compassionate approach. • Understanding of different cultures, faiths and identities. • Energy, enthusiasm and commitment to the role. • Commitment to working in ways which challenge discrimination. • Reliable and dependable. 		Application Form / Interview

Health for All – Right to work in the UK

In order to comply with the Right to Work in the UK requirements and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents.

It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

If you are invited to interview you will need to bring with you ID to prove you are eligible to work in the UK a full list will be sent with the invite to interview letter.

The original document will be returned to you as soon as soon as it has been photocopied.

Documents to be provided to prove the right to work in the UK

List A:

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2:

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Health for All – Policy statement on the recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Health for All complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- Health for All undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Health for All can only ask an individual to provide details of convictions and cautions that Health for All are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Health for All can only ask an individual about convictions and cautions that are not protected.
- Health for All is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Health for All actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Health for All select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS once a post has been offered and accepted. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Health for All ensures that all those in Health for All who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, Health for All ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Health for All undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Health for All - Application Process and safeguarding

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post, please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed, etc.). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>The use of artificial intelligence (AI) generated answers is strongly discouraged. The use of AI may affect the depth and understanding that is required to demonstrate successful answers to skills, experience and knowledge-based questions, in our shortlisting process. Your application will be shortlisted by a panel of people against the person specification.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. Please ensure you stick to the word count for each section. These sections will be used for the shortlisting criteria.</p>	<p>Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, if the role requires specific questions will be asked at interview to assess your suitability to work with children and vulnerable adults.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <p>The closing date for applications: Tuesday 16th September 2025</p>

Pre-employment checks	Policies
<p>References</p> <p>If you are offered the post we will take up references, which are listed on your application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, sickness and disciplinary record. We may ask for additional references if we need to.</p> <p>On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at Health for All is subject to DBS check relevant to the role you have been offered. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'.</p> <p>However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Validation of Qualifications</p> <p>If you are offered the position and dependent on the role you have been appointed to you will be asked to bring original certificates of relevant essential qualifications. These will be photocopied and kept on file.</p>	<p>Child & vulnerable adults Protection</p> <p>Health for All is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>Code of Conduct and Personal Behaviour</p> <p>Health for All believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the well-being of all its employees and beneficiaries.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create an environment where everyone is treated fairly and with respect.</p>



Tenants Hall Enterprise Centre
Acre Close
Middleton
Leeds
LS10 4HX

Tel: 01132706903

Email: recruitment@healthforall.org.uk

Website: www.healthforall.org.uk
<https://www.facebook.com/HFALEEDSUK/>