

Candidate Information Pack: Health Coach - Healthy Working Life



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Application for employment with
Keighley Healthy Living - Health
Coach HWL – Fill in form



Keighley Healthy Living
13 Scott Street, Keighley, BD21 2JH

About KHL

KHL is a charity that provides inclusive opportunities to improve the physical and mental health and wellbeing of people living in our local community. We are proud to be rooted in the heart of Keighley, West Yorkshire and our centre offers a friendly, welcoming and accessible space for personal growth and building connections.

We deliver a wide range of projects across Keighley and the wider Bradford district, shaped by local health and social priorities. Our weekly timetable provides over 40 groups and classes, alongside personalised health and wellbeing coaching, one-to-one support, and signposting to local services.

We use local health data to create and deliver initiatives to meet the needs of the local community and to work towards achieving sustained change. We listen and understand the challenges our communities face, and build on their strengths to create meaningful impact.

Alongside our day-to-day delivery of activities, we work in partnership with a variety of other organisations, including local authorities, GP practices, NHS services and charities.

We aim to...



**Improve physical
and mental health
and wellbeing**



**Reduce social
isolation and
loneliness**



**Facilitate a
strong integrated
community**



**Address health
inequalities by working
collaboratively**



**Support and advocate
for an integrated
health system**

Our vision

Building healthier and stronger communities together.

Our values

KHL are understanding

We care about those around us and can empathise.

KHL are flexible

We adapt to those around us to make an impact on people's lives.

KHL think creatively

We innovate and progress with originality.

KHL work with others

We collaborate to create networks and broaden opportunities for all.

KHL put people first

People and the community make up the heart of KHL. We are open and accessible to all.



About Healthy Working Life

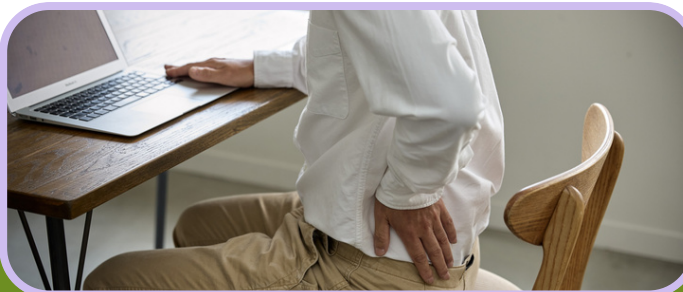
Healthy Working Life

The Healthy Working Life Project provides specialist support for people living with long-term pain, helping them to stay in work or successfully return to employment. The project focuses on improving health, wellbeing, and confidence through early intervention and personalised support.

Living with persistent pain can affect all aspects of life, making work, relationships, and everyday activities more challenging. Healthy Working Life helps individuals develop practical self-management strategies, improve their wellbeing, and regain control of their condition, so they can move forward with greater confidence.

The project recognises the positive impact that good work can have on health and wellbeing. By providing tailored guidance, health coaching, and support around workplace challenges, Healthy Working Life helps people overcome barriers to employment and achieve sustainable work outcomes.

Most importantly, Healthy Working Life reminds people that they are not alone. With the right support, individuals can better manage their pain, maintain their independence, and build a healthier and more positive future.



Job Title: Health Coach – Healthy Working Life

Hours of work:	21- 35 hours per week to be worked in office hours (excluding lunch break) including occasional evening and weekends
Salary:	£28,598- £31,022 (35 hours FTE) pro rata
Responsible to:	Project Development Manager - Healthy Working Life
Contract:	Fixed Term until 31st March 2027
Location:	13 Scott Street, Keighley, BD21 2JH
Employer:	Board of Directors Keighley Healthy Living (KHL)

Job Purpose

The Health Coach will provide person-centred support to people living with musculoskeletal (MSK) conditions and/or long-term pain, helping them manage their health and remain in or return to work. Working with clients across Bradford and Craven, the post holder will use a coaching approach to help clients build confidence, make realistic lifestyle changes and access relevant support. The post holder may also provide health coaching for other health-related projects, including Blood Pressure Connect, Rethinking Pain and Mental Health Connect.

Key Objectives

- Manage a caseload of clients, providing one-to-one coaching by phone, email and face to face.
- Use motivational coaching, behaviour change techniques and goal-setting tools to help people take practical steps towards better health, wellbeing and pain self-management.
- Work with employees and employers to support job retention, including guidance around reasonable adjustments where appropriate.
- Act as a supportive link between employees and employers, helping to encourage positive communication and practical solutions.
- Support clients to set achievable goals that improve wellbeing and help them remain in, or return to, work.
- Build positive relationships with employers, healthcare professionals and partner organisations to encourage referrals and raise awareness of the service.
- Liaise with internal and external services to identify appropriate support, referral routes and community-based opportunities.
- Work closely with KHL programmes and health coaches to coordinate support that meets each individual's needs.
- Develop and use resources, including local and national materials, to promote self-care and ongoing wellbeing.
- Identify local activities and services that offer meaningful support and signposting for clients.
- Follow KHL policies and procedures, including safeguarding, data protection, confidentiality and equal opportunities.

Job location, transportation and physical requirement

The role is predominantly office-based, with occasional travel within the Bradford District area to support clients and attend meetings

Monitoring and evaluation

To collect, collate and maintain data using a range of platforms.

Personal Development

- Participate in team and partner meetings as required.
- Complete mandatory and role-specific training to support ongoing development.
- Undertake relevant supervision and staff development

Additional

- Promote KHL's positive, professional ethos and work collaboratively with colleagues.
- Attend meetings, training and supervision as required, keeping skills and knowledge up to date.
- Contribute ideas to improve service quality, projects and administrative systems.
- Work occasional evenings or weekends and carry out other duties appropriate to the post and grade.



Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Qualifications	Educated to good level with qualifications / 5 or more GCSEs	- A level or equivalent qualifications - A health, lifestyle coach qualification - BSC or BA degree	Application Form
Experience	- Experience of supporting people on a one-to-one basis to improve health, wellbeing or confidence. - Experience of working with people facing barriers linked to health, employment or wider social needs.	- Experience of working with people living with long-term pain, MSK conditions or long-term health conditions. - Experience of working with employers, health professionals or community partners.	Application Form Interview/ Presentation
Knowledge	- Understanding of person- centred support, goal setting and behaviour change approaches. - Awareness of confidentiality, safeguarding, data protection and equal opportunities.	- Knowledge of local services and support across Bradford District and Craven. - Understanding of job retention, reasonable adjustments or return-to-work support.	Application Form Interview/ Presentation
Skills	- Strong communication and listening skills, with the ability to motivate and build trust. - Good organisational skills, including managing a caseload, keeping accurate records and using digital systems. - Ability to work collaboratively with colleagues and partner organisations.	Ability to develop simple resources or tools to support self-care and wellbeing.	Application/ Form Interview

Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Personal attributes	• Empathetic, inclusive and non-judgemental approach. • Positive, flexible and solution-focused, with a commitment to improving health and wellbeing outcomes.	• Commitment to community-based health improvement and reducing health inequalities.	Application Form/Interview
Other	• Willingness to undertake a basic Disclosure and Barring Service (DBS) check • Flexible approach to working hours (including occasional evenings and weekends) • Must be eligible to work in the UK	• Access to transport or ability to travel independently across the project area.	Application Form/ Interview



Additional information

Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995:

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by (HALE). Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Health & Safety:

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to yourself and others. The post holder will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Board of Trustees on issues affecting health and safety.

Equal Opportunities:

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

Confidentiality:

Ensure that information relating to participants remains confidential in line with KHL's Confidentiality Policy.

Environmental Responsibility:

All post holders are required to carry out their duties in line with the Environmental Policy of KHL

Safeguarding:

To report any safeguarding issues to a KHL Manager as soon as is possible and in line with the KHL Safeguarding Adults Policy and the KHL Child Protection and Safeguarding Children's Policy. To complete or provide a DBS check (Disclosure and Barring Service), formally called CRB in-line with the DBS regulation.

How to apply...

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**For more information,
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01535 677177



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www.khl.org.uk