

Freelance Engagement Officer: Living Well Takeaways



Scan or follow link to complete our application form:



[Click to use our online application form to apply.](#)



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.



Job Title: Freelance Engagement Officer: Living Well Takeaways

Hours of work: 7 – 10 hours per week

Salary: Applicants are invited to indicate their expected hourly or daily rate as part of their application.

Responsible to: Bridget La Fauci, Project Development Manager

Contract: 3 months initially

Location: Based at 13 Scott Street, Keighley, BD21 2JH
Travel around the Bradford District

Start date: Immediate

Job Purpose

To engage and build positive relationships with local takeaways, cafés and food businesses across the Bradford District, encouraging participation in a project aimed at improving options on food menus. The Engagement Officer will act as a friendly, professional ambassador for the project, clearly communicating its aims and benefits, supporting businesses to get involved, and contributing to improved public health outcomes while supporting the local food economy.

Key Responsibilities

- Act as a frontline representative for the project, engaging directly with local takeaways, cafés and food businesses across the Bradford District**
- Build positive, trusting relationships with food business owners and staff through face-to-face visits and conversations**
- Clearly explain the aims of the project and the benefits of making small, healthier changes to menus**
- Encourage and support businesses to take part, addressing questions or concerns in a friendly and professional manner**
- Record engagement activity and feedback accurately, providing updates to the project team**
- Work independently to plan visits and manage time effectively while meeting agreed engagement targets**
- Work closely with the KHL communications team to develop welcome packs, informative materials and signage, and to support promotion of the project through social media and press activity**
- Represent the project positively within the community, maintaining a proactive and approachable presence**

Ideal Candidate

- Experience in community engagement, outreach, sales, hospitality or a customer-facing role
- Confident, personable communicator with strong interpersonal skills
- Comfortable approaching and engaging a wide range of people face-to-face
- Ability to explain information clearly and persuasively to non-technical audiences
- Self-motivated and able to work independently with minimal supervision
- Professional, reliable and well-organised approach to freelance work
- Willingness to work flexibly to suit business opening hours
- Knowledge of or interest in public health, healthy eating or community wellbeing
- Experience working with small businesses or within diverse communities
- Familiarity with the Bradford District or similar local areas
- Hold a valid driving licence and have access to reliable transport.

The role description is not exhaustive and may evolve in response to the organisation's changing needs. We value a collaborative, hands-on approach and will work closely with you to identify and prioritise key areas of focus during your time with us.

How to apply...

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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.