

**Men's Health Unlocked (MHU)
Support Officer
Leeds Older People's Forum**

Salary: SO1, SCP 25: **£36,363 FTE**

Contract: fixed term to 31 March 2027 subject to further funding being identified

Hours: 28 Hours per week (4 days a week)

Holidays: 25 days p.a plus bank holidays (pro rata)

Pension Contribution: 5% of salary upon completion of probationary period

Location: Hybrid; our office is at E1, Joseph's Well, Leeds, LS3 1AB; working from home, the office, and site visits to third sector members. Our office is a 10-minute walk from Leeds train station.

Closing date: Tuesday, 1 September, 12 pm (midday)

Interviews: w/c Monday, 7 September 2026

Purpose of the role

To support the Men's Health Unlocked project in Leeds and the projects within MHU which contribute to better outcomes for men in the City, including the Gambling Awareness Volunteer (GAV) Project. The post will support our aims to:

- Support the health and wellbeing of the men and boys of Leeds by connecting with the individuals, projects and organisations that engage and support them, facilitating a clear line between the individual health needs of Leeds men and boys and the people who make decisions that affect them.
- Create a learning environment where best practice can be gathered and shared with any project, individual or organisations supporting men's health and wellbeing across Leeds.
- Raise awareness of issues affecting men and boys' health and wellbeing, and the activities and events which support better outcomes for men.

Core responsibilities:

- **Support the Gambling Awareness Volunteer (GAV) project:** Support the recruitment of volunteers, training/learning events, and handle associated administration and monitoring.

- **Lead MHU communications:** Produce newsletters, manage social media, and support updates to website content.
- **Coordinate events and engagement activity:** Organise workshops, roundtables and learning sessions involving statutory partners, academics and community organisations.
- **Maintain project systems:** Keep CRM/contact database up to date.
- **Represent MHU externally:** Liaise with network members, attend meetings, networks and partnership events.
- **General project support:** Deliver work plans, contribute to the development of MHU projects, attend staff meetings, identify training needs, and work within LOPF's values and equal opportunities framework.

Skills and experience

The skills and experience we are looking for include:

- Understanding of Gambling Related Harm
- Strong communication skills, including producing newsletters, social media content and clear professional messaging.
- Experience of building relationships and working collaboratively with a wide range of partners and approaches.
- Confident organising events, workshops and meetings.
- Good organisational skills, including CRM/database management and project administration.
- Ability to plan, prioritise and adapt to changing demands.
- Comfortable representing the organisation externally.
- Able to spot issues, trends and opportunities to improve practice.
- Enthusiastic, values-driven and committed to improving outcomes for men and older people.
- Willing to take an evidence-led approach to gendered health inequalities relating to men.

More about Men's Health Unlocked

The vision of MHU is to improve health and wellbeing for all men and boys in Leeds, contributing to better outcomes for all.

Our aims are:

1. Be a voice for men
2. Be a voice for the sector
3. Learn, share and promote good practice in men's health

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How to apply: The application pack can be downloaded from our [website](#). Please mark your application “**Confidential–Application**” and return it by email to info@opforum.org.uk or by post to the address below by 12 pm, Tuesday 1st September.