






JOB DESCRIPTION

JOB TITLE:	Grassroots Football Officer
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Senior Grassroots Football Officer
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	20 hours per week
WORKING ARRANGEMENT:	Your working pattern will include evening work as part of your usual duties, scheduled and agreed by your line manager
DATE:	January 2025

Wolves Foundation is a cornerstone of the city of Wolverhampton. Through a team of highly skilled, dedicated staff and volunteers it harnesses the strong local connection with Wolves to motivate, educate and inspire tens of thousands of beneficiaries of its work across the city.

The charity works in partnership with key local stakeholders including the local authority, police, health service and education providers to identify risk factors in the city around societal issues and health status; using data and insight to deliver evidence-based practice through its vast array of projects that address these needs through its key three objectives;

The charity covers three pillars:

-  Healthier, more active people
-  Lifelong learning and skills
-  Safer, stronger communities

Working in the community is vital to its work and removing barriers to engagement regardless of age, gender, race, religion, sexual orientation, or disability. With participants ranging from 1 month to 100 years old across 225 different delivery sites in the city, work is delivered all year round improving the physical and mental health, personal development and life choices of the people engaged in its work.

All employees must uphold the key values and ethos of the Foundation to ensure delivery excellence. Employees must maintain professionalism and contractual, delivery and policy requirements.

Job purpose

As the Grassroots Football Officer, you will support the Senior Grassroots Football Officer in the development and delivery of the Kick-Off project, funded by the Premier League & PFA. The role has been developed to enhance recreational football across the city, thereby improving the physical activity and wellbeing of Wolverhampton residents. Our goal is to ensure that all adults can access free recreational football within 1 mile of their homes, as well as providing grassroots junior clubs and un-affiliated groups with bespoke support to increase participation, particularly from under-represented communities.



Key responsibilities

- 🛡️ Support the Senior Grassroots Football Officer with the project implementation, including mapping and planning activities.
- 🛡️ Establish new relationships and maintain existing relationships with key stakeholders and partner organisations.
- 🛡️ Lead and assist on the delivery of inclusive, recreational football sessions for adults, as well as specific sessions for targeted groups.
- 🛡️ Assist in developing and coordinating affiliations with clubs and community groups.
- 🛡️ Develop creative ways to promote and market the project to engage participants to meet the intended project outcomes.
- 🛡️ Support the facilitation of project celebration events, festivals and competitions including the Molineux Football Festival.
- 🛡️ Develop Kick-Off case studies to showcase impact and project reach.
- 🛡️ Identify, train, manage and mentor project volunteers.
- 🛡️ Collect qualitative and quantitative data to demonstrate outcomes for project reporting.
- 🛡️ Support and deliver across all department projects where necessary within the Foundation.
- 🛡️ Perform other duties as required and directed by your line manager which are considered relevant to the post and to the objectives of the Foundation.
- 🛡️ Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- 🛡️ The ensure positive commitment to sustainability and social action projects and targets in line with the Foundation's One Pack One Planet action plan.

Safeguarding responsibilities

- 🛡️ To follow and enforce best practice in relation to Safeguarding policies and processes including but not limited to reporting procedures.
- 🛡️ To work alongside the Safeguarding Team and Designated Safeguarding Leads to ensure safeguarding standards are met and maintained.
- 🛡️ Maintain CPD, knowledge and skills in relation to safeguarding practices, delivery and management.
- 🛡️ Responsible for structuring adequate safeguarding related quality assurance assessments for relevant business areas.

This role involves working with children and/or adults at risk in a Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children and adults at risk.

General responsibilities

- 🛡️ Compliance with Wolverhampton Wanderers Foundation Policies.
- 🛡️ Compliance with Wolverhampton Wanderers Foundation health & safety procedures.
- 🛡️ Compliance with Wolverhampton Wanderers Foundation safeguarding policies.
- 🛡️ Champion the club and Foundation values at all times.
- 🛡️ To maintain professional conduct at all times.
- 🛡️ To undertake other duties as may be reasonably expected.



Contractual Information

- ⚡ Due to the nature of your role, there will be a regular requirement to work evenings and/or weekends which will be directed by your line manager.

Key relationships

- ⚡ Senior Grassroots Football Officer
- ⚡ Wolves Foundation Senior Management Team.
- ⚡ Foundation Management Team.
- ⚡ Foundation's schools and community project teams.
- ⚡ Local stakeholders/partners.
- ⚡ PFA
- ⚡ Premier League Charitable Fund
- ⚡ Grassroot football clubs
- ⚡ Football Association and County FA (Staffordshire & Birmingham)
- ⚡ City of Wolverhampton Council
- ⚡ Active Black Country



Person Specification

Job Title: Grassroots Football Officer

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
🛡️ Excellent knowledge and experience of delivering high quality football activity.	✓	
🛡️ Ability to set aims and objectives and to prioritise/ manage workload within the project framework.	✓	
🛡️ Experience of delivering football activity independently and as part of a wider team	✓	
🛡️ An understanding of community development, sport, volunteering and how to motivate, inspire and enthuse others.	✓	
🛡️ Understanding of planning and evaluation methods.	✓	
🛡️ High quality partnership skills and local engagement strategies.	✓	
🛡️ An understanding of Safeguarding children, young people and adults at risk.	✓	
🛡️ Knowledge of Safeguarding legislation, policies and procedures (including reporting platforms and/or requirements).		✓
🛡️ Wellbeing knowledge in relation to supporting children, young people and adults at risk.		✓
🛡️ Understanding of equality, diversity and inclusion and ability to provide opportunities for all participants		✓
🛡️ Experience of working with grassroot football clubs		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
🛡️ Understanding safeguarding reporting procedures	✓	
🛡️ Ability to embed Equality, Diversity, and Inclusion principles throughout all components of the role.	✓	
🛡️ Ability to support all participants and deliver appropriate session content.	✓	
🛡️ Strong IT and presentation skills	✓	
🛡️ Competency and confidence in delivering recreational football sessions.	✓	
🛡️ Competency around evaluation of session engagement.	✓	
🛡️ Ability to manage your own workload and effective time keeping	✓	
🛡️ Experience of project and data management programmes and successfully working towards set targets.		✓
🛡️ Experience of completing project monitoring reports		✓
General skills and attributes	Essential	Desirable
🛡️ Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.	✓	
🛡️ Excellent project organisation and time management skills	✓	
🛡️ Highly motivated, keen to inspire and enthuse others. Excellent interpersonal and communication skills	✓	
🛡️ Confident, enthusiastic and non-judgemental.	✓	
🛡️ Availability for flexible working hours	✓	



☛ Ability to travel around the Wolverhampton Wanderers Foundation geographical area or to get to Molineux Stadium	✓	
☛ Committed to making a positive impact to beneficiaries	✓	
☛ Resilient and compassionate	✓	
☛ An energetic team worker	✓	
☛ A strong set of values that meets the organisations own values	✓	
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
☛ Experience of working with children, young people and adults at risk.	✓	
☛ Able to demonstrate proven experience in sport, health, physical activity or community development.	✓	
☛ Experience of project implementation and delivery of community programmes.	✓	
☛ Experience of successful data collection methods	✓	
☛ Experience of working with participants across a wide range of ages.	✓	
☛ Experience of delivering safe and engaging community physical activity sessions.	✓	
☛ Experience of partnership working.	✓	
☛ Experience of reporting and handling Safeguarding concern.		✓
☛ Project management experience		✓
☛ Experience of managing volunteers		✓
Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
☛ Post-holder must hold or obtain at the earliest opportunity and maintain the relevant safeguarding training (i.e. FA Safeguarding Children Workshop).	✓	
☛ Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safer Recruitment Group.	✓	
☛ Post-holder must have UEFA C License or equivalent	✓	
☛ Post-holder must hold or obtain at the earliest opportunity a first aid qualification.	✓	
☛ Post-holder must hold a valid driver's license.		✓
☛ Post-Holder to have a UEFA B Licence equivalent or higher		✓
☛ Post-holder to be educated at degree level or higher in a relevant area.		✓

NB: This job description and personal specification is intended to be a general guide to the scope of the duties and not an inflexible specification.