





JOB TITLE: Host family Officer

DEPARTMENT: Academy Player Care (dotted line to Legal and Safeguarding)

REPORTS TO: Head of Education and Academy Player Care

DIRECT REPORTS: None

LOCATION: Academy

HOURS: 37.5 hours per week, to include evening and weekend work to meet the needs of the players for the relevant phase

DATE: November 2024

JOB DESCRIPTION

We are Wolves; progressive, determined, bright, unified, and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK and boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward to 2022, three seasons at Molineux saw Wolves Clinch the Sky Bet Championship trophy with 99 points, followed by a seventh-place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal. The next season saw the team complete a memorable double over the reigning champions, equal the previous season's seventh place finish and reach the quarter finals of the Europa League all as part of the 'longest season' in league history, either starting before or finishing after all other teams.

But this post is about not what we have done, but what we will achieve next.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

This role will work closely with the multi-disciplinary team in the academy to ensure a smooth transition of players into the club and into a host family provision. As part of this role, you assist with the recruitment of host families and assist in facilitating the safer recruitment checks our host families. You will be the point of contact between host families, parents, and carers and provide support and guidance to our academy players who are living with host families. You will champion MyConcern to staff and lead on embedded its use across the academy ensuring that cases are actioned and follows up completed. The post will support the Safeguarding senior manager and help drive positive safeguarding culture within the academy. This post will report directly to the Head of Education and Academy Player Care within the Academy and work closely with other senior leaders.



Key responsibilities

- You will oversee the safe recruitment of our Host Families, managing both the recruitment and onboarding processes.
- You will maintain a training calendar to ensure all host families complete safeguarding training and have access to additional resources to support players.
- You will ensure timely payments to all host families, aligning with the services provided.
- You will lead the development of placement plans, prioritising the voices of children and young people in decision-making.
- You will chair multi-disciplinary meetings to ensure all relevant stakeholders are involved in decision-making and actively support host families, players, and parents.
- You will manage player placement meetings and any other necessary discussions.
- You will engage with parents, ensuring they feel supported and heard throughout the host family process, fostering a positive relationship between host families and players' families.
- You will assist with private foster care arrangements and collaborate with the Safeguarding Senior Manager to handle referrals to local authorities.
- You will address any wellbeing concerns related to host family players, working closely with safeguarding, player care teams and our inhouse psychologists
- You will serve as the primary contact for host family provisions
- You will champion the use of My Concern and work alongside Academy staff to ensure that it is used effectively.
- You will ensure children and young people's profiles are up to date on My Concern and you will monitor case updates, follow ups and learnings are recorded.
- You will work alongside colleagues to strengthen children's and young people's voices including supporting our players parliament and any other initiatives that may be identified.
- You will explore innovative approaches to enhance our provision.

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Safeguarding

- This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.



- You will be required to start a designated safeguarding lead training within the first 6 months.

Key relationships

- Head of Education and Player Care
- Head of Safeguarding
- Senior Safeguarding Manager
- Player Care Officers
- Academy Staff (all areas)
- Head of Scouting and Recruitment
- Legal
- HR manager
- HR Recruitment and onboarding manager
- **Key stakeholders are Players, parents and host families.**

Job Title: Host family Officer.

Person Specification

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Experience of working with children and/or young people.
 - A positive and proactive attitude.
- Ability to work autonomously and be task focused.
- Experience of working in a multi-disciplinary setting.
 - Experience of having honest and challenging conversations

Desirable

- Knowledge in the emotional and wellbeing demands on elite athletes and safeguarding implications.

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills
Etc

Essential

- Proficient in use of word and excel.
- Competent in Outlook diary and email management.
- Willing to learn the use of programs such as Teamwork's, Monday.com, Microsoft Teams.
- Able to develop effective working relationships at all levels.
- Able to manage own time and tasks efficiently with a high attention to detail.

Desirable



- Knowledge of a Premier League Academy system
- Experience recording and reporting safeguarding issues (example using MyConcern)
-

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working
Etc

Essential

- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Ability to multi-task and handle changes to plans and workload in a positive manner.
- Possess communication skills that are clear, engaging, and responsive.
- Management of time, working to tight deadlines to ensure priorities are met.
- Highly effective written and verbal communication skills.
- Approachable, personable, and humble.
- Flexible team player.
- is able to work outside of traditional working hours which may include weekends.

Desirable - An understanding of the demands on young football elite athletes.

An understanding of host family provision

Experience: proven record of experience in a particular field, profession, or specialism.

Essential

Able to demonstrate success in a project management/implementation role.

Desirable

- Working with children and/or adults at risk
- Able to demonstrate previous administrative success.
- Budget management experience.

Qualifications: the level of educational, professional and/or occupational training required

Essential

Post-holder will be subject to a DBS check at the appropriate level and cleared by Head of Safeguarding. The post holder will be expected to have started a designated safeguarding leaders course within the first six months and will be expected to finish and pass.

Desirable

- Clean driving license and own car.