






## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Community Activation Officer</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Community &amp; Cohesion Manager</b>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>LOCATION:</b>	<b>Working across various community and leisure centres within the City of Wolverhampton whereby you will be predominately based in one of the WV Active Leisure centres.</b>
<b>HOURS PER WEEK:</b>	<b>37.5 hours per week</b>
<b>WORKING ARRANGEMENT:</b>	<b>Your working pattern will predominately be core office hours which are Monday – Friday, 9:00am – 5:30pm, however, flexibility to work evenings and weekends will be necessary and directed by your line manager.</b>
<b>DATE:</b>	<b>December 2023</b>

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**

To lead the *YO! Active* Project that aims to provide a positive impact on the wellbeing status and physical activity levels for children and young people across the city of Wolverhampton. This role aims



to support children and young people in positively engaging within physical activity and promoting long-term wellbeing engagement.

As part of this project, the post holder will be primarily based within one of the three WV Active Leisure Centres within Wolverhampton. Additionally, positive relationships must be established through engagement with Wolverhampton City Council and other key stakeholders such as local communities to ensure project Key Performance Indicator's (KPI's) are successfully reached.

### Key responsibilities

- ✦ To lead on the *YO! Active* project and act as the main point of contact for the project for the community and key stakeholders including the Wolverhampton City Council.
- ✦ To provide progress updates and reports throughout the project to stakeholders and your line manager evidencing the impact and data collection of the project.
- ✦ Take responsibility and develop and lead on the *YO! Active* delivery plan, ensuring that records are kept up to date and monitored regularly through your project reports.
- ✦ To engage with your line manager in the budget planning for the *YO! Active* project.
- ✦ To support your line manager with the project evaluation, monitoring and data collection to be presented to key stakeholders, associated partners, and internal management within Wolves Foundation to ensure best practice is facilitated at all times.
- ✦ To engage with the local community of Wolverhampton and promote *YO! Active* activities to increase participant engagement.
- ✦ To constantly review and enhance the project Delivery Plan, considering project and activity insight evidence.
- ✦ Facilitate and manage the relationships with local programme stakeholders (local community centres and other community based organisations), whilst developing new local relationships with community groups, organisations, and service users.
- ✦ To build and maintain positive relationships with the *YO! Active* project funders and key stakeholders.
- ✦ To ensure that all necessary requirements outlined within the *YO! Active* grant terms and conditions are maintained at all times including but not limited to Safeguarding and Equality, Diversity and Inclusion (EDI) requirements, data capturing, etc.
- ✦ To establish a network of local delivery partners
- ✦ Ensure compliance to necessary legislation is achieved including but not limited to the responsibilities outlined within General Data Protection Regulation (GDPR) 2018 (and other relevant data protection legislation), the Equality Act 2010 and internal organisational safeguarding, operational and Equality, Diversity, and Inclusion (EDI) policies and procedures.
- ✦ To lead, supervise and support delivery partners including casuals and volunteers ensuring a high standard in all areas of the *YO! Active* project.
- ✦ To support the development and output of the Foundation's *YO! Active* project, ensuring that all aspects of programme are being delivered to the highest quality.
- ✦ To attend and support stakeholder meetings to ensure essential reporting updates are provided.
- ✦ To keep accurate records and registers to enable completion of all monitoring and evaluation requirements.
- ✦ To be knowledgeable in potential opportunities to develop activities and strategic enhancement of the *YO! Active* project.
- ✦ To ensure that the safety and wellbeing of participants, volunteers, and workforce (including self) is always prioritised.



- 🛡️ Contribute to regular reports, inclusive of case studies and project updates to key stakeholders.
- 🛡️ To support the quality assurance of the *YO! Active* project.
- 🛡️ To work in cohesion with the Communications Team to develop promotional and marketing materials for the Active Through Football project.
- 🛡️ To positively represent the Foundation within a range of internal and external meetings and delivery sessions.
- 🛡️ To promote Wolves Foundation's associated projects and structure to key stakeholders and participants.
- 🛡️ Commitment to social action projects that benefit the Foundation.
- 🛡️ Represent and input within Officers Operational Meetings.
- 🛡️ 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.
- 🛡️ To support the scheduling, usage, maintenance, and upkeep of the Foundation Arena and that the facilities are used to its maximum potential.
- 🛡️ 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 work alongside the DSL and your line manager to ensure safeguarding standards are met and maintained.
- 🛡️ Keep own CPD, knowledge and skills up to date in relation to our area of delivery and management.
- 🛡️ Responsible for structuring adequate quality assurance for their department.

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 an occasional requirement to work evenings and/or weekends which will be directed by your line manager.

### **Key relationships**

- 🛡️ Wolverhampton City Council.
- 🛡️ WV Active Leisure Services.



- 🐾 Wolves Foundation Senior Management Team.
- 🐾 Foundation Management Team.
- 🐾 Community & Cohesion Manager.
- 🐾 Foundation Community & Cohesion Team.
- 🐾 Local stakeholders/partners.
- 🐾 Local community groups within Wolverhampton.



## Person Specification

**Job Title: Senior Community Activation Officer**

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ A good understanding of the target audiences that the project is looking to engage and/or the place in which its focused.	✓	
🛡️ Understanding of effective community engagement, links into communities and knowledge of networks linked to local communities.	✓	
🛡️ Experience of working at a local level with community organisations and children and young people.	✓	
🛡️ An understanding of the creation and delivery of physical activities for children and young adults.	✓	
🛡️ Knowledge of physical activity session, delivery, and structure plans.	✓	
🛡️ Previous experience of managing projects to successful conclusions.		✓
🛡️ Experience working within leisure centre-based environments and delivery.		✓
<b>Technical/work-based skills: skills specific to the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Awareness of safeguarding reporting procedures for both children & adults at risk.	✓	
🛡️ Ability to support the delivery of appropriate session to meet the needs of the children and young people.	✓	
🛡️ Strong IT and presentation skills.	✓	
🛡️ Moderate competency around monitoring and evaluation.	✓	
🛡️ Ability to manage your own workload and effective time keeping.	✓	
🛡️ Excellent organisational and time management skills.	✓	
🛡️ Ability to work independently and within a group setting.	✓	
🛡️ Ability to set aims and objectives and to prioritise / manage workload within the project framework.	✓	
<b>General skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Understanding of how to work safely with children and/or adults at risk and uphold generally accepted practice when working with those participants.	✓	
🛡️ 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.	✓	
<b>Experience: proven record of experience in a particular field, profession, or specialism.</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Working with children and adults at risk.		✓
🛡️ Working in a sports and/or leisure setting.		✓
🛡️ Experience of line managing / leading people.		✓
🛡️ Experience of project management.		✓



🛡️ Experience of reporting safeguarding incidents.		✓
🛡️ Experience in operational duties.		✓
🛡️ Experience of developing community physical activity sessions for children and young adults.		✓
🛡️ Budget management experience.		✓
<b>Qualifications: the level of educational, professional and/or occupational training required</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Post-holder must hold or obtain at the earliest opportunity 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 Head of Safeguarding.	✓	
🛡️ Level 2 or above in leading physical activity sessions.		✓
🛡️ Post-holder must hold a valid driver's license.		✓
🛡️ Post-holder to be educated at degree level or higher in a relevant area.		✓
🛡️ Drivers Licence free of penalties and ownership of own vehicle.		✓
🛡️ Management of Leadership qualification.		✓

**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.**



To apply for this Job Role, please complete the table below and the [Application Form](#) and [Diversity Monitoring Form](#) located on the [Wolves.co.uk Website](#) . Once all three forms are then completed, please email them to [FoundationJobs@wolves.co.uk](mailto:FoundationJobs@wolves.co.uk) no later than by the closing date outlined within the advertisement.

Please outline the following:	
Your salary expectations for the role:	£
A summary as to why you are applying for Wolves Foundation as an organisation.  (No more than 100 words)	
A summary as to why you are applying for this vacancy specifically.  (No more than 100 words)	
An overview of your core values when reflecting on Wolves' five core spirit values (Progressive, Determined, Bright, Unity and Humble).  (No more than 100 words)	