






JOB DESCRIPTION

JOB TITLE:	Community & Cohesion Officer – Youth Engagement
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Senior Community Officer
DIRECT REPORTS:	None
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	37.5 hours per week
WORKING ARRANGEMENT:	Your working pattern will be between Monday – Sunday and include evenings and weekend work.
DATE:	March 2024

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 ensure the Community & Cohesion projects offer young people a range of positive activities and opportunities which are inclusive, promote community cohesion and encourage personal development which helps reduce crime, particularly anti-social behaviour.

The post holder will support within the designated projects within the Community & Cohesion department within the Wolves Foundation. You will help support the team to enhance and expand



project output, achieve KPI requirements and identify future funding opportunities to support young people in our city.

To work effectively within the Community & Cohesion team with a key focus on building stronger and safer communities.

Key responsibilities

- 🛡️ To lead and assist delivery of the Community & Cohesion projects.
- 🛡️ To support with the implementation and delivery plan for Community & Cohesion projects.
- 🛡️ To support within the schedule, usage, maintenance, and upkeep of the Foundation Arena, ensuring that it's used to its maximum potential.
- 🛡️ To demonstrate commitment to social action projects that benefit the Foundation.
- 🛡️ Lead and input to the continued Officers' operational meetings.
- 🛡️ To promote and engage within positive relationships with Partners including WM Police, Wolverhampton Local Authority Premier League Charitable Fund etc.
- 🛡️ To develop and deliver all promotion and marketing of Community & Cohesion projects.
- 🛡️ To produce and develop the relevant resources and programmes within Premier League Kicks to ensure operational excellence and participant satisfaction.
- 🛡️ To collate and control accurate project data.
- 🛡️ To keep accurate records and registers for all sessions to enable full completion of all monitoring and evaluation requirements of the PLCF and all other funders.
- 🛡️ To supervise and support volunteers and casual workers within the P Community & Cohesion projects to ensure delivery is to a high standard.
- 🛡️ To participate in steering group meetings and support in ensuring that all partners updated and actively involved in the projects where required.
- 🛡️ To support in creating reports and data analysis that can be used in presentations to partners and KPI responsibilities.
- 🛡️ To represent the Foundation a range of internal and external meetings and to promote the associated projects and role.
- 🛡️ To encourage and support participants progression into education, training, and employment.
- 🛡️ To support with match day ball assistants, including upkeep of personal data, staff timetabling, risk management and incident response.

Safeguarding responsibilities

- 🛡️ To ensure that the safety of participants, volunteers, and staff (including self) is always prioritised.
- 🛡️ Ensure that all delivery, for which you are responsible, complies with all health and safety and safeguarding requirements including the production of individual risk assessments.
- 🛡️ To report quickly and effectively, any safeguarding concerns onto My Concern and ensure concerns are followed through to their outcome.

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

Key relationships

- ⚡ Wolves Foundation Senior Management Team.
- ⚡ Foundation Management Team.
- ⚡ Foundation Community & Cohesion Team.
- ⚡ Local stakeholders/partners.
- ⚡ Premier League Charitable Fund.



Person Specification

Job Title: Community & Cohesion Officer – Youth Engagement

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
🛡️ To be part of a team that can identify the formal and informal educational, social, cultural, and recreational needs of the young people and provide suitable support to those identified.	✓	
🛡️ To understand the vision, mission, and values of the Foundation to implement these with participants.	✓	
🛡️ Understanding of issues faced by communities experiencing anti-social behaviour.	✓	
🛡️ Knowledge of different mental health issues and how to support individuals suffering from mental health issues.	✓	
🛡️ Knowledge of issues faced by young people and adults living with a disability.		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
🛡️ Understanding of safeguarding reporting procedures and policies	✓	
🛡️ Ability to support the delivery of appropriate session to meet the needs of the young people	✓	
🛡️ Strong IT and presentation skills	✓	
🛡️ Moderate competency around monitoring and evaluation	✓	
🛡️ Ability to manage your own workload and effective time keeping	✓	
🛡️ Support the programme with robust and thorough monitoring and evaluation processes. Including contributing to an evidence record to demonstrate the programme's wider impact	✓	
General skills and attributes	Essential	Desirable
🛡️ 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	✓	
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
✓ Working with children, young adults, and adults at risk	✓	
✓ Supporting children, young adults, and adults at risk	✓	
✓ Experience of working within a social inclusion environment.	✓	
✓ Experience on recording safeguarding incidents on My Concern or a disclosure system of a similar nature.	✓	



Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
🛡️ 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 Safeguarding Manager	✓	
🛡️ Post-holder must hold a valid drivers license	✓	
🛡️ Youth Work or Mentoring Level 2 qualification		✓
🛡️ Post-holder to be educated at degree level or higher in a relevant area.		✓
🛡️ Drivers Licence free of penalties and ownership of own vehicle.		✓

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.