






## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Student Development Officer</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Post 16 Education &amp; Skills Manager</b>
<b>LOCATION:</b>	<b>Molineux Stadium and working across the City of Wolverhampton</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>March 2025</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**

This is an exciting opportunity to join the Further Education, Employability & Skills Department as a Senior Student Development Officer. In this role, you will lead the activation and development of our university degree pathways, providing dedicated support and mentorship to students as they strive for academic and professional success. With a strong background in student support, you will be responsible for achieving key project outcomes while building strong relationships with staff, students, and external partners. Additionally, you will contribute to a variety of education projects within Wolves Foundation, helping to enhance learning opportunities and student experiences.



### **Key responsibilities**

- 🛡️ Facilitate and co-ordinate the Wolves Foundation University Degree programmes.
- 🛡️ Lead, plan and deliver enrichment activity across the degree pathways.
- 🛡️ Design and deliver high quality sessions to enhance student learning experiences.
- 🛡️ Provide pastoral, academic and professional support to all enrolled students.
- 🛡️ Organise and participate in recruitment activations at Molineux Stadium and throughout Wolverhampton to support the Further Education, Employability & Skills programmes.
- 🛡️ Organise and attend careers fairs, information events to showcase Further Education, Employability & Skills programmes.
- 🛡️ Develop and implement activations relating to Further Education, Employability & Skills programmes.
- 🛡️ Oversee and refine recruitment strategies to enhance the identity and appeal of the degree programmes.
- 🛡️ Attend and support all residential elements of the programme as required.
- 🛡️ Manage administrative duties related to the degree programmes efficiently.
- 🛡️ Deliver employability support to degree level students, helping them prepare for professional careers. studying on the degree programmes.
- 🛡️ Manage and enhance the work-based learning programme for degree students ensuring accessibility for all.
- 🛡️ Establish clear pathways into Wolves Foundation post 16 programmes.
- 🛡️ Collaborate closely with the Further Education, Employability & Skills department to support and develop this area of work.
- 🛡️ Maintain strong professional relationships with university staff to ensure a seamless student experience.
- 🛡️ Support and contribute to broader education projects within the Foundation as needed.
- 🛡️ 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.
- 🛡️ Keep 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 an occasional 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 Further Education, Employability & Skills Department.
- ⚡ Local stakeholders/partners.
- ⚡ University of Wolverhampton
- ⚡ University of South Wales
- ⚡ EFL in the Community
- ⚡ Sixth form and colleges throughout Wolverhampton and surrounding areas.
- ⚡ County FA's



## Person Specification

**Job Title: Senior Student Development Officer**

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Experience of working with degree level and/or post 16 students	✓	
🛡️ Excellent knowledge and experience of delivering high quality enrichment activity.	✓	
🛡️ Experience of working independently and as part of a wider team	✓	
🛡️ Understanding of the OFSTED inspection framework and processes		✓
🛡️ High quality delivery of Post 16 projects and programmes.	✓	
🛡️ Excellent understanding of effective planning and evaluation processes.	✓	
🛡️ 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.	✓	
🛡️ Excellent understanding of mentoring and wellbeing support.	✓	
🛡️ Experience of marketing & recruitment strategies	✓	
🛡️ Excellent partnership working with various stakeholders including university staff.	✓	
🛡️ Strong understanding of equality, diversity and inclusion and ability to provide opportunities for all participants	✓	
<b>Technical/work-based skills: skills specific to the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Understanding safeguarding reporting procedures	✓	
🛡️ Ability to embed Equality, Diversity, and Inclusion throughout all components of the role.	✓	
🛡️ Ability to support the delivery of appropriate session to meet the needs of the students.	✓	
🛡️ Strong IT and presentation skills	✓	
🛡️ Competency around evaluation of session engagement.	✓	
🛡️ Ability to implement successful session tracking systems.	✓	
🛡️ Ability to successfully develop case study and impact reports.	✓	
🛡️ Ability to effectively delegate tasks and responsibilities to team members	✓	
🛡️ Ability to manage your own workload and effective time keeping	✓	
🛡️ Experience of meeting project KPI's	✓	
🛡️ Experience of tracking student academic performance	✓	
🛡️ Experience of project and data management programmes.		✓
🛡️ Experience of completing project monitoring reports		✓
<b>General skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ 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	✓	
🛡️ 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 degree level students	✓	
🛡️ experience of working with participants with a range of needs	✓	
🛡️ Working in a sport and or education setting	✓	
🛡️ Working in a post 16 environment	✓	
🛡️ Experience of successful data collection methods	✓	
🛡️ Experience of working with children, young people and adults at risk.	✓	
🛡️ Experience of reporting and handling Safeguarding concerns.	✓	
🛡️ Experience of working with participants with a disability		✓
🛡️ Experience of developing project specific resources to aid delivery		✓
🛡️ Experience of line managing/ leading people		✓
🛡️ Experience of project management		✓
🛡️ Experience of reporting safeguarding incidents		✓
<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 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 have Level 2 in Mentoring or equivalent		✓
🛡️ Post-Holder to have a UEFA B Licence equivalent or higher		✓
🛡️ 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.**