



## JOB DESCRIPTION

**JOB TITLE:** Football Development Officer – Schools, Junior Clubs & Tournaments

**DEPARTMENT:** Football Development

**REPORTS TO:** Football Development Manager

**LOCATION:** Molineux Stadium / Compton Training Ground and external facilities

**HOURS:** 37.5 hours

**DATE:** August 2024

**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 also 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 2021, 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 what we will do next, not what we have done.

**We take seriously our commitment to the safeguarding of children and adults at risk and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

To actively lead on the growth of engagement with schools and junior clubs, increasing the Football Development Department's offering and channelling new participants into departmental activities.

Create and deliver a strategic plan:

- Increasing participation numbers and schools delivering our extra-curricular provision.
- Increase interaction with junior clubs delivering coaching, CPD events, and explore future engagement opportunities.
- Promote wider Football Development activities to schools and pupils to increase participation numbers on our evening and weekend, and Soccer School programmes.

Drive and identify additional revenue streams to achieve KPIs.

Contribute to relevant financial reporting to the Football Development Manager.

Increase the department's target database for football related activities (4 – 12-year-olds).

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### **Key responsibilities**

- Lead on creating, planning, and delivery of the Wolves Extra Time programme in schools in surrounding areas of Wolverhampton.
- Increase the number of local junior clubs that we engage with across the region.
- Create and develop links with key stakeholders in schools and local junior clubs.
- Organise regional satellite tournaments for junior clubs to attend.
- Lead, organise, and deliver annual Play on the Pitch tournaments at Molineux Stadium.
- Identify, and create future revenue streams through school and junior club engagement.
- Liaise with FDO - Coach Education to create a coaching curriculum for our extra-curricular provision, and to create a CPD programme to be marketed, purchased, and delivered to junior football clubs.
- Liaise with FDO - Operations to ensure all sessions are suitably staffed in accordance with the Club's ratios.
- Create session plans and monitor delivery standards of FDCs delivering Wolves Extra Time sessions in schools.
- Support and deliver on Football Development activities programmes – Football / Goalkeeper / Girls Development Centres, Advanced Player Centres, Soccer Schools, and future activities added to the programme when required.
- Work with FDM to strategically target key areas of growth and retention of core activities
- Support the Club's talent identification 'Pyramid' on player movement
- Assist the International programme on organisation and delivery of sessions

### **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.

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### **Key relationships**

- International Projects Manager
- Football Development Manager
- Football Development Officers – Operations and Coach Education
- Schools - Head Teachers, PE Leads, Teachers, relevant school personnel.
- Junior Clubs - Secretaries, Chairperson, Coaches, Players, Parents



### **Scope of job**

Expand Football Development activities into schools and junior clubs across Wolverhampton and surrounding areas to increase participation numbers across the department's activities and to promote the Club's brand.

### **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**

- Strong understanding of football development and extra-curricular activities
- Strong understanding of how junior football clubs function and identify how we are able to support them with our expertise
- Knowledge of developing a coaching curriculum suitable for schools and clubs
- Knowledge upon how to create and deliver tournaments effectively
- Understand how to promote the brand through football development activities
- Knowledge of coaching pathway structure
- Knowledge of player pathway (boys & girls)
- To understand, demonstrate knowledge and have experience of current safeguarding practices

#### **Desirable**

- Evidence of leading CPD events to external partners
- Organisational and delivery skills that have delivered previous events, tournaments, or similar

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

#### **Essential**

- Coaching players through a coaching structure
- Ability to work with children aged 4 - 12 years old
- Ability to effectively communicate with internal and external stakeholders, parents, and children
- Marketing skills - influence external stakeholders to invest in our football development activities
- IT skills (e.g. Microsoft Excel, Outlook)
- Ability to assess and track player's progress
- Understanding of the club's vision, mission and values
- To be able to act as a positive mentor to children and young people in sport
- Be a positive mentor to casual staff
- Accurately record and complete relevant paperwork
- Planning and organisational skills
- Presentation skills

#### **Desirable**

- Ability to identify, document and present case studies of activities
- Evidence of working with targeted groups
- Evidence of working in school, grassroots, football development environments



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

Essential

- Ability to manage up and down
- Ability to communicate at all levels and with external partners
- Ability to build good relationships with external partners
- Ability to remain calm under pressure
- Availability for flexible working hours
- Ability to travel around the club's domestic geographical area
- Availability to travel Internationally to deliver on activities when required
- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.

Desirable

- Analytical skills, able to analyse data and make recommendations on improving the service or process

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

Essential

- Experience in organising and delivering on Football Development activities at a professional club
- Experience of delivering extra-curricular activities
- Experience of delivering sessions/teams in a junior club setting
- Experience of working with children in an educational establishment
- Ability to identify players to progress through the players pathway

Desirable

- Experience of working with key stakeholders at a professional club
- Experience of working with external stakeholders
- Experience of coaching at an advanced level
- Experience of delivering tournaments

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

Essential

- Post-holder must hold 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
- Level 2 Certificate in Coaching / UEFA C or working towards
- FA Safeguarding
- FA Emergency Aid
- Hold a full driving licence

Desirable



- Qualified to degree level
- UEFA B Licence
- Early Years Foundation qualification
- Qualified Teacher Status / Teaching qualification