






JOB DESCRIPTION

JOB TITLE:	Senior Disability Sport Officer
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Head of Programmes – Health Improvement & Community Sport
DIRECT REPORTS:	Disability Officer/s
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	37.5 hours per week
WORKING ARRANGEMENT:	Your working pattern will include evening work as part of your usual duties, scheduled and agreed by your line manager. There will be a requirement to work home match fixtures as part of this role.
DATE:	April 2025

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 support the Head of Programmes with the management of Disability Sport programmes and projects ensuring we are offering young people and adults with SEND requirements and/or disabilities a range of positive activities and opportunities. This role will also lead on the Premier League Fans



Fund initiative, which aims to increase accessibility and improve experience of home match days for supporters with SEND and/or disability requirements selected from Foundation projects.

To oversee and manage the Disability FC Team including staffing co-ordination, management of fixtures, training and development. To line manage staff members within the Disability Sport programme delivery area and ensure operational excellence, project KPI's are met, and stakeholder relationships are positively maintained.

Key responsibilities

- 🛡️ To lead, supervise and support delivery staff and volunteers ensuring a high standard in all areas of the Disability Sport projects.
- 🛡️ To take responsibility and support the development and output of the Foundation Disability Sport service, ensuring that all aspects of the projects and programmes are being delivered to the highest quality.
- 🛡️ Deliver high quality sessions that are relevant to the participant and project requirements.
- 🛡️ To navigate group meetings whilst being actively involved in the projects to provide essential reporting updates to all stakeholders.
- 🛡️ To keep accurate records and registers to enable completion of all monitoring and evaluation requirements.
- 🛡️ To coordinate and create the Foundation Disability Sport delivery and staff timetables.
- 🛡️ To be knowledgeable in potential opportunities to develop activities and strategic enhancement of the Disability Sport department.
- 🛡️ To ensure that the safety and wellbeing of participants, volunteers, and workforce (including self) is always prioritised.
- 🛡️ To support the development of agreed annual Disability Sport financial, operational, and strategic objectives for the Foundation.
- 🛡️ To effectively line manage the Disability Sport team (including casual workers and volunteers).
- 🛡️ To ensure all Disability Sport projects are delivered with high quality whereby output targets are achieved and all monitoring and evaluation requirements are fulfilled.
- 🛡️ Contribute to regular reports, inclusive of case studies and project updates to key stakeholders.
- 🛡️ To support the quality assurance of all programmes.
- 🛡️ To work in cohesion with the Communications Team to develop promotional and marketing materials for all Disability Sport projects.
- 🛡️ To positively represent the Foundation within a range of internal and external meetings.
- 🛡️ To promote Disability Sport associated projects and structure to key stakeholders and participants.
- 🛡️ To manage relationships with stakeholders including City of Wolverhampton Council, Premier League Charitable Fund, Staffordshire FA and National Lottery Community Fund (this is not a substantive list).
- 🛡️ Commitment to social action projects that benefit the Foundation.
- 🛡️ Represent the Disability Sport department 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 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 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 Disability Sport, Community Sport and Health Improvement Teams.
- ⚡ Wolves FC Disability Access Officer
- ⚡ Local stakeholders/partners.
- ⚡ Premier League Charitable Fund.
- ⚡ National Lottery Community Fund.
- ⚡ Staffordshire FA



Person Specification

Job Title: Senior Disability Sport Officer

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
🛡️ Knowledge of Disability sport and football.	✓	
🛡️ 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.	✓	
🛡️ Knowledge of issues faced by young people and adults living with a disability.	✓	
🛡️ 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.	✓	
Technical/work-based skills: skills specific to the job	Essential	Desirable
🛡️ Safeguarding reporting procedures.	✓	
🛡️ Ability to lead the delivery of appropriate sessions to meet the needs of young people and adults with SEND requirements and/or disabilities.	✓	
🛡️ 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, young people and adults at risk to uphold Safeguarding best practice.	✓	
🛡️ 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
🛡️ Experience of working with children, young people and adults at risk.	✓	
🛡️ Experience of reporting and handling Safeguarding concerns.	✓	
🛡️ Experience leading on sessions for people with additional needs.	✓	
🛡️ Experience working within an inclusive environment and diverse session planning.	✓	
🛡️ Working in a sports setting.		✓
🛡️ Experience of line managing/ leading people.		✓
🛡️ Experience of project management.		✓
🛡️ Experience of reporting safeguarding incidents.		✓



Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
⚡ 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.	✓	
⚡ FA's Coaching Disabled Football Players course or equivalent.	✓	
⚡ Post-holder must hold a valid driver's license.		✓
⚡ Post-holder to be educated at degree level or higher in a relevant area.		✓
⚡ UEFA C License.		✓
⚡ UEFA B License.		✓
⚡ Drivers Licence free of penalties and ownership of own vehicle.		✓
⚡ Management or Leadership qualification		✓
⚡ Makaton training certification or equivalent		✓

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.