






JOB DESCRIPTION

JOB TITLE:	Community & Cohesion Officer - Mentoring
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Senior Community & Cohesion 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 – Saturday and include evenings and weekend work.
DATE:	April 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 oversee Advantage and other mentoring projects in their entirety, working alongside the management team to enhance and expand the programme and identify future funding opportunities to support young people in our city.

To work effectively within the Community & Cohesion team and take responsibility for the Advantage projects and all relevant mentoring projects within Community & Cohesions including: the delivery and facilitation of the projects with a key focus on building stronger and safer communities.

Key responsibilities

- 🛡️ To lead and assist delivery of mentoring projects including Advantage.
- 🛡️ To support with the implementation and delivery plan of the Premier League Kicks Project.
- 🛡️ 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 lead on the delivery and facilitation of mentoring projects including Advantage Project.
- 🛡️ To develop and deliver all promotion and marketing of mentoring projects including Advantage projects.
- 🛡️ To produce and develop the relevant resources and programmes within the mentoring projects including Advantage project to ensure operational excellence and participant satisfaction.
- 🛡️ To collate and control accurate project data.
- 🛡️ To keep accurate records and registers for all sessions including Advantage 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 mentoring projects including Advantage project to ensure delivery is to a high standard.
- 🛡️ To participate in steering group meetings associated with Advantage and support in ensuring that all partners updated and actively involved in the projects where required.
- 🛡️ To support in creating reports and data analysis for mentoring projects including Advantage 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 the organisation of the Wolverhampton Wanderers match day ball assistants.

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 MyConcern 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.
- 🛡️ Advantage.
- 🛡️ West Midlands Police.
- 🛡️ Royal Wolverhampton Trust (NHS).
- 🛡️ Wolverhampton Secondary Schools.
- 🛡️ Youth Offending Team.



Person Specification

Job Title: Community & Cohesion Officer – Mentoring

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	✓	
☞ Mentoring children, young adults, and adults at risk	✓	
☞ Experience working on PL Kicks or being on PL Kicks Sessions.	✓	
☞ Experience of working within a social inclusion environment.	✓	
☞ Experience on recording safeguarding incidents on MyConcern 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.