







## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Football &amp; Education Officer</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Post 16 Education &amp; Skills Manager</b>
<b>DIRECT REPORTS:</b>	<b>Football &amp; Education Coaches</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>July 2026</b>

Wolves Foundation plays a pivotal role in the city of Wolverhampton, serving as a trusted and influential force for positive change. Through a dedicated team of skilled staff and volunteers, the Foundation leverages the strong local connection to Wolves to motivate, educate, and inspire individuals and communities to improve their lives.

As it embarks on its 2030 strategy, the charity works collaboratively with key local partners—including the local authority, police, health services, and education providers—to identify and address societal challenges and health inequalities. Using data and insight, it delivers evidence-based interventions through a wide range of projects aligned with its four strategic priorities;

-  Economic Prosperity and Employment
-  Community Safety
-  Health and Wellbeing
-  Stronger Together

Community engagement is central to the Foundation's mission, with a commitment to removing barriers to participation regardless of age, gender, race, religion, sexual orientation, or disability. Its work spans 225 delivery sites across the city, engaging tens of thousands of participants from as young as one month to over 100 years old.

All employees are expected to embody the Foundation's core values and ethos, ensuring excellence in delivery. Professionalism and adherence to contractual, operational, and policy standards are essential to maintaining the integrity and impact of the Foundation's work.

**Wolves Values – what we stand for:**



**Purpose:** To make our pack proud by uniting our city, inspiring our communities, and delivering unforgettable moments.

- 🦊 **One Pack:** Collaborate, build trust and care for each other.
- 🦊 **Be Brave:** Be bold, honest, and embrace challenges with courage.
- 🦊 **Raise our Game:** Seek improvement and strive for excellence in everything we do.
- 🦊 **Own It:** Act with integrity and take full responsibility for actions and results on and off the pitch.
- 🦊 **Stay Humble:** Show respect, listen to others, and leave egos at the door.

### **Job purpose**

To support the Post 16 Education & Skills Manager with the management of the Post 16 department and projects ensuring we are offering young people and adults at risk a range of positive activities and opportunities.

### **Key responsibilities**

- 🦊 To lead, facilitate and coordinate the Football & Education programmes at OLSC and City of Wolverhampton College.
- 🦊 To lead, plan and deliver enrichment activity across both programmes.
- 🦊 To lead, plan and support the delivery of all training, matches and competitions.
- 🦊 To lead, supervise and support delivery staff, volunteers and students ensuring a high standard in all areas of the Foundation's projects.
- 🦊 To lead, deliver and develop recruitment activations for both programmes.
- 🦊 To take responsibility and support the development and output of the Foundation Post 16 Education programmes, ensuring that all aspects of Post 16 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 staff timetables for each programme.
- 🦊 To be knowledgeable in potential opportunities to develop activities and strategic enhancement of the Post 16 Education & Skills 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 Post 16 Education & Skills financial, operational, and strategic objectives for the Foundation.
- 🦊 To effectively line manage the Delivery staff at OLSC and CWC.
- 🦊 To ensure all Post 16 Education & Skills 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 both programmes.
- 🦊 To work in cohesion with the Communications Team to develop promotional and marketing materials for the OLSC & CWC partnerships.
- 🦊 To positively represent the Foundation within a range of internal and external meetings.
- 🦊 To promote Post 16 Education & Skills associated projects and structure to key stakeholders and participants.



- ⚡ To manage relationships with stakeholders including OLSC, CWC and EFL in the Community.
- ⚡ Commitment to social action projects that benefit the Foundation.
- ⚡ Represent the Post 16 Education & Skills 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 work alongside the DSL and Post 16 Education & Skills Manager to ensure safeguarding standards are met and maintained.
- ⚡ Keep own CPD, knowledge and skills up to date in relation to our area of delivery and management.
- ⚡ Responsible for structuring adequate quality assurance for their department.

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.

### **Equality, Diversity, and Inclusion**

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

### **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 of progressive, humble, determined, bright and unified
- ⚡ 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

### **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 Post 16 Education & Skills Team.
- 🏆 Local stakeholders/partners.
- 🏆 Premier League Charitable Fund.
- 🏆 EFL In the Community
- 🏆 Our Lady St Chad Catholic Academy (OLSC)
- 🏆 City of Wolverhampton College (CWC)



## Person Specification

**Job Title: Senior Football & Education Officer**

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
☞ Experience of working with post 16 students in both sixth form and college environments.	✓	
☞ Excellent knowledge and experience of delivering high quality enrichment activity.	✓	
☞ Experience of working independently and as part of a wider team	✓	
☞ Understanding of the BTEC Curriculum and OFSTED inspection framework and processes		✓
☞ High quality delivery of Post 16 projects and programmes.	✓	
☞ Strong understanding of student recruitment standards.	✓	
☞ Excellent understanding of effective planning and evaluation processes.	✓	
☞ Excellent understanding of mentoring and wellbeing support.	✓	
☞ Experience of marketing & recruitment strategies	✓	
☞ Excellent partnership working with various stakeholders including college 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>
☞ Safeguarding reporting procedures	✓	
☞ 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	✓	
☞ Ability to successfully develop case study and impact reports.	✓	
☞ Ability to effectively delegate tasks and responsibilities to team members	✓	
☞ 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 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	✓	
<b>Experience: proven record of experience in a particular field, profession, or specialism.</b>	<b>Essential</b>	<b>Desirable</b>



⚡ Working with children and adults at risk	✓	
⚡ Working in post 16 settings including sixth form and college environments.	✓	
⚡ Working in a sport and education setting	✓	
⚡ Experience of line managing/ leading people	✓	
⚡ Experience of project management	✓	
⚡ Experience of reporting safeguarding incidents	✓	
⚡ Experience of developing project resources to aid and support delivery.	✓	
<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 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 have a UEFA B license 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.**