



JOB DESCRIPTION

JOB TITLE: Safeguarding & Player Care Officer (Women and Girls)

DEPARTMENT: Women and Girls

REPORTS TO: Head of Safeguarding

DIRECT REPORTS: None

LOCATION: Compton Training Ground- Academy Building

HOURS: Full Time- 37.5 hours per week

DATE: May 2026

We are Wolves. English football's original innovators. Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community. At Wolves, we honour the past, while seizing the future

Formed in 1975 as Heathfield Rovers, initially as a West Midlands League second division club, they later became Wolverhampton & Wednesbury Tube and then Wolverhampton Ladies before taking the name Wolverhampton Wanderers in 1993. In the 1993/94 season they were promoted to the Premier League, which was then the topflight of Women's football.

In 2008/09 the women and girl's programme were taken on board by the Wolves community trust, this support continued until 2021/22 season where the academy took control of the female provision, ensuring the boys and girls alike are given opportunities to play at Wolves.

2019/20 season and 2020/21 season saw Wolves Women top of the table in both seasons only to have the leagues ended abruptly due to COVID. This prevented promotion to tier 3, however Wolves were successful in an 'upwards movement' initiative allowing them to move into the FA Women's National League, Northern Premier Division.

After winning tier 3, at the first time of asking, the club to have cemented their status within the FAWNL having finished second last season to a full time Nottingham Forest. As we embark on our fifth season within the division we are aiming for our next steps to be WSL2 football for the first time in the club's history.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

To work within the women and girl's department based at our Academy. To implement and promote Wolverhampton Wanderers' safeguarding policies, procedures, and best-practice guidelines to maximise the safety, welfare, and holistic development of children, young people, adults at risk, and First Team players. Act as the Designated Safeguarding Officer for the Women's First Team and Girls' Academy, ensuring full compliance with safeguarding standards. Lead and deliver a proactive, player-centred care programme, providing pastoral, emotional, and welfare support to First Team players, promoting wellbeing, positive behaviours, and a safe, inclusive environment across the performance pathway.

Key responsibilities



Safeguarding

- Act as a visible and trusted point of contact for players and staff for safeguarding and welfare concerns.
- Support the Head of Safeguarding in delivering best practice across the club.
- Attend all Women's First Team home and away fixtures to provide safeguarding oversight.
- Record and analyse safeguarding concerns, disclosures, and complaints using MyConcern.
- Conduct initial assessments of safeguarding concerns and make defensible decisions.
- Liaise with statutory agencies (Police, Local Authority) when required.
- Ensure compliance with FA and safeguarding audits and standards.

Player Care

- Lead on all aspects of player care and wellbeing for Women's First Team and Girls' Academy players, ensuring a holistic, proactive approach to physical, emotional, and social development.
- Develop and implement individualised player care plans, addressing mental health, education, lifestyle, and transition support.
- Provide confidential advice and guidance to players on personal challenges, welfare issues, and off-field matters.
- Organise and deliver life skills workshops (e.g., financial literacy, social media safety, mental resilience) in line with FAW and club standards.
- Build strong, trusting relationships with players to create a safe environment for disclosure and support.
- Work collaboratively with medical, coaching, and performance staff to ensure player wellbeing is integrated into all aspects of development.
- Monitor and respond to indicators of stress, burnout, or vulnerability, signposting to specialist support where necessary.
- Champion a player-first culture, ensuring every decision prioritises welfare and personal growth alongside performance.



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
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Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people 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.

Key relationships

- Head of Safeguarding
 - Safeguarding Senior Manager
 - Head of Women and Girls
 - First team women's coach
 - Women and girl coaches and broader MDT
 - First team players, players across all ages and parents.
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PERSON SPECIFICATION

Job Title: Safeguarding & Player Care Officer (Women and Girls)

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

- Sound understanding of safeguarding children, young people, and adults at risk.
- Knowledge of safeguarding legislation, policies, and procedures, including reporting requirements and platforms.
- Strong understanding of FA safeguarding standards and relevant statutory requirements.
- Knowledge of wellbeing principles when supporting children, young people, and adults at risk.
- Clear understanding of how to work safely with children, young people, and adults at risk to uphold safeguarding best practice.

Desirable

- Knowledge of holistic player development within elite sport environments.

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

Essential

- Ability to carry out safeguarding risk assessments and implement effective risk-reduction measures.
- Competence in managing safeguarding cases, including record keeping and confidential information handling.
- Ability to use safeguarding reporting and case-management systems.

Desirable

- Familiarity with MyConcern or similar safeguarding case-management systems.

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

Essential

- Excellent communication and interpersonal skills, with the ability to engage effectively with children, adults, and adults at risk
- Professional judgement, resilience, and the ability to remain calm under pressure.
- Flexible approach to working hours and travel requirements.
- Commitment to promoting, adhering to, and embedding the Club's Equality and Diversity Policy in all areas of work.

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



Essential

- Proven experience in safeguarding/playercare/welfare roles within sport, education, youthwork or social care.
- Demonstrable experience delivering player care or similar wellbeing programmes.
- Experience delivering safeguarding and life-skills training.
- Ability to manage complex safeguarding concerns and make proportionate, defensible decisions.
- Proven ability to maintain accurate, confidential safeguarding records.

Desirable

- Experience working within a football academy or professional sports environment.
- Experience delivering safeguarding training and awareness sessions to staff, players, and parents.
- Demonstrable experience in youth work, social work, psychology, education, or a related field.

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

Essential

- Hold, or willingness to obtain at the earliest opportunity, and maintain relevant safeguarding training (e.g. FA Safeguarding Children Workshop).
- Successful completion of a DBS check at the appropriate level, cleared through the Wolves Safer Recruitment Group.

Desirable

- Relevant safeguarding and player care qualifications, such as:
 - FA Safeguarding Children
 - Mental Health First Aid
 - Designated Safeguarding Officer (DSO) training
- Demonstratable experience in youthwork, social work, psychology, education, or related field.