






## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Grassroots Football Officer</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Foundation Management</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 include evening work as part of your usual duties, scheduled and agreed by your line manager</b>
<b>DATE:</b>	<b>September 2024</b>

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**

As the Senior Grassroots Football Officer, you will be responsible for the development and delivery of the Kick-Off project, funded by the Premier League & PFA. The role has been developed to enhance recreational football across the city, thereby improving the physical activity and wellbeing of Wolverhampton residents. Our goal is to ensure that all adults can access free recreational football within 1 mile of their homes, as well as providing grassroots junior clubs and un-affiliated groups with bespoke support to increase participation, particularly from under-represented communities.



## Key responsibilities

- 🛡️ Lead the implementation and development of the Kick-Off project
- 🛡️ Develop and coordinate affiliations with clubs and community groups
- 🛡️ Facilitate regular, inclusive football sessions throughout the city for adults as well as specific sessions for targeted groups.
- 🛡️ Provide career and employment pathway support in relation to the football sector.
- 🛡️ Develop and support the volunteer pathway into grassroots football clubs.
- 🛡️ Conduct regular 'on the ground' community engagement and consultation to increase partnerships and participation
- 🛡️ Offer bespoke support to grassroots football clubs to develop skillset and knowledge of club officials, coaches and parents
- 🛡️ Facilitate project celebration events, festivals and competitions including the Molineux Football Festival
- 🛡️ Lead the project marketing and promotion of Kick-Off within local communities.
- 🛡️ Develop Kick-Off case studies to showcase impact and project reach.
- 🛡️ Manage all administrative duties for the programme as required.
- 🛡️ Oversee monitoring and evaluation of project data into platforms including Salesforce
- 🛡️ Build pathways into the Wolves Foundation post 16 programmes through participant engagement.
- 🛡️ Support and deliver across all department projects where necessary within the Foundation.
- 🛡️ 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.
- 🛡️ 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 Head of Programmes 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.

## 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 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's schools and community project teams.
- ⚡ Local stakeholders/partners.
- ⚡ PFA
- ⚡ Premier League Charitable Fund
- ⚡ Grassroot football clubs
- ⚡ Football Association and County FA (Staffordshire & Birmingham)
- ⚡ City of Wolverhampton Council
- ⚡ Active Black Country



## Person Specification

**Job Title: Senior Grassroots Football Officer**

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
🔑 Experience of working with grassroots football clubs	✓	
🔑 Excellent knowledge and experience of delivering high quality football activity.	✓	
🔑 Experience of delivering workshops and peer support	✓	
🔑 Experience of delivering football activity independently and as part of a wider team	✓	
🔑 High quality partnership skills and local engagement strategies.	✓	
🔑 High quality event, festival and competition planning and delivery.	✓	
🔑 Excellent understanding of effective planning and evaluation processes.	✓	
🔑 Excellent understanding of mentoring and wellbeing support.	✓	
🔑 Excellent partnership working with various stakeholders including	✓	
🔑 Strong understanding of equality, diversity and inclusion and ability to provide opportunities for all participants	✓	
🔑 Understanding of effective volunteering and placement pathways into football.		✓
<b>Technical/work-based skills: skills specific to the job</b>	<b>Essential</b>	<b>Desirable</b>
🔑 Understanding safeguarding reporting procedures	✓	
🔑 Ability to embed Equality, Diversity, and Inclusion principles throughout all components of the role.	✓	
🔑 Ability to support all participants and deliver appropriate session content.	✓	
🔑 Strong IT and presentation skills	✓	
🔑 Competency around evaluation of session engagement.	✓	
🔑 Ability to implement successful session tracking systems.	✓	
🔑 Ability to successfully develop case study and impact reports.	✓	
🔑 Ability to effectively delegate tasks and responsibilities to team members	✓	
🔑 Ability to manage your own workload and effective time keeping	✓	
🔑 Experience of meeting project KPI's	✓	
🔑 Experience of project and data management programmes and successfully working towards set targets.		✓
🔑 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.	✓	
🔑 Excellent project organisation and time management skills	✓	
🔑 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 grassroots teams, players and club staff.	✓	
🛡️ Experience of working with participants with a range of needs	✓	
🛡️ Working in a football and community setting.	✓	
🛡️ Working within communities.	✓	
🛡️ Experience of successful data collection methods	✓	
🛡️ Experience of creating effective partnerships	✓	
🛡️ Experience of working with participants with a disability		✓
🛡️ Experience of developing project specific resources to aid delivery		✓
🛡️ Experience of line managing/ leading people		✓
🛡️ Experience of project management		✓
🛡️ Experience of reporting safeguarding incidents		✓
<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 UEFA C License or equivalent	✓	
🛡️ Post-holder must have Level 2 in Mentoring or equivalent		✓
🛡️ Post-Holder to have a UEFA B Licence 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.**