






## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Sport Manager</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Head of Programmes – Health Improvement &amp; Community Sport</b>
<b>DIRECT REPORTS:</b>	<b>Community Sport Department</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 – 5:00pm, however, flexibility to work evenings and weekends will be necessary and directed by your line manager.</b>
<b>DATE:</b>	<b>January 2025</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**

To be responsible for designing, implementing and managing programmes that underpin our Community Sport offer which aims to improve physical activity levels and enhance the health and wellbeing of Foundation beneficiaries. This role focuses on the development, management and co-



ordination of a variety of physical activity focused programmes working with children, young people and adults.

## **Key responsibilities**

### **Management & project co-ordination**

- 🔗 Design and deliver innovative community sport programmes tailored to the needs of beneficiaries.
- 🔗 Oversee the development of delivery materials that improve physical activity levels and enhance physical and mental wellbeing across programme beneficiaries.
- 🔗 Manage a set of agreed annual financial, strategic and operational Community Sport objectives for the Foundation.
- 🔗 Responsibility for the Community Sport team meeting all objectives and KPI's.
- 🔗 Compile and complete all Community Sport project monitoring by implementing systems to track programme effectiveness, outcomes and impact.
- 🔗 To line manage all members of staff within Community Sport programmes.
- 🔗 Delivery of Community Sport projects where relevant.
- 🔗 Ensure and complete all quality assurance aspects of Community Sport programmes.
- 🔗 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.
- 🔗 To ensure positive commitment to sustainability and social action projects and targets in line with the Foundation's One Pack One Planet action plan.
- 🔗 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 work collaboratively with other department leads within the Foundation to identify and share best practice to support our participants.

### **Marketing & Communications**

- 🔗 Implementation of participant feedback methods to support the development of the associated projects.
- 🔗 Develop strategies to engage, recruit and retain participants across associated projects.
- 🔗 Identify and develop project case studies to showcase the impact of the Community Sport delivery.
- 🔗 To work in cohesion with the Communications Team to develop promotional and marketing materials for all Community Sport projects.

### **Stakeholder engagement, advocacy & representation**

- 🔗 Establish and maintain relationships with partners, stakeholders and funders across all Community Sport projects.
- 🔗 Represent Wolves Foundation in forums, panels and meetings related to Community Sport.
- 🔗 Advocate for health and physical inactivity-related issues in broader organisational strategies, staying informed on trends.
- 🔗 To be knowledgeable in potential opportunities to develop activities and strategic enhancement of the Community Sport department.



## **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 Community Sport Team.
- ⚡ Premier League Charitable Fund.
- ⚡ City of Wolverhampton Council Public Health Team
- ⚡ Active Black Country Partnership
- ⚡ Black Country Healthcare NHS Foundation Trust
- ⚡ Football Foundation
- ⚡ PFA
- ⚡ Football Association and County FA (Staffordshire & Birmingham)
- ⚡ ConnectEd
- ⚡ Local stakeholders & project partners



## Person Specification

**Job Title: Community Sport Manager**

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Good understanding of the physical activity priorities and requirements in the city and local communities.	✓	
🛡️ Excellent knowledge of key stakeholders in the city and wider communities.	✓	
🛡️ To understand the vision, mission and values of the Foundation to implement these across projects.	✓	
🛡️ To embed knowledge of how the Community Sport department contributes to the strategic objectives of the Foundation.	✓	
🛡️ Excellent understanding of effective methods to engage participants related to Community Sport projects.	✓	
🛡️ 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.	✓	
🛡️ Good knowledge of local community health and sporting organisations and ability to engage providers through our Community Sport projects.		✓
🛡️ Knowledge of local authority physical activity strategy & how Foundation Community Sport initiatives align.		✓
<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 project beneficiaries	✓	
🛡️ Strong IT and presentation skills	✓	
🛡️ High competency around monitoring and evaluation	✓	
🛡️ Ability to manage your own workload and effective time keeping	✓	
🛡️ Excellent communications skills	✓	
🛡️ Effective leadership ability and methods to line manage accordingly	✓	
<b>General skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ 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	✓	
<b>Experience: proven record of experience in a particular field, profession, or specialism.</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Experience of working in a community sport role	✓	
🛡️ Excellent partnership working	✓	



⚡ Experience of line managing/ leading people	✓	
⚡ Experience of project management	✓	
⚡ Experience of working with children, young people and adults at risk.	✓	
⚡ Experience of reporting and handling Safeguarding concerns.	✓	
⚡ Working in a sports setting		✓
<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 Safer Recruitment Group.	✓	
⚡ Post-holder must hold a valid driver's license.		✓
⚡ Post-holder to be educated at degree level or higher in a relevant area.		✓
⚡ Relevant coaching qualification		✓
⚡ Mental Health First Aid qualification		✓
⚡ Drivers Licence free of penalties and ownership of own vehicle.		✓
⚡ Management or 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.**