



JOB DESCRIPTION

JOB TITLE: Girls Day Release/ Women's First Team Coach

DEPARTMENT: Academy- W&G

REPORTS TO: Daniel McNamara

LOCATION: Sir Jack Hayward Training Ground

HOURS: 37.5 Hrs

DATE: August 2026

We are Wolves. English football's original innovators.

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 top flight of Women's football.

In 2008/09, the women and girls' programme were taken on board by the Wolves community trust. This support continued until the 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.

The 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.

Following a sustained period of progression, Wolves Women achieved promotion to WSL 2 after winning Tier 3 and is firmly established as a leading side within the FA Women's National League. Building on a second-place league finish and a successful promotion campaign, the team now competes in WSL 2, marking a significant step in its continued development. As the club advances, the focus remains on competing at the highest level possible while providing a professional environment that supports the ongoing growth and performance of both players and staff.

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 support the Women's and Girls Football programme at Wolverhampton Wanderers Football Club, by leading the delivery of the Day release programme. Providing High quality coaching that supports the technical, physical and personal development of the club's most talented young players. Alongside this, the role will provide coaching support to the Women's first team on designated training and matchdays, working closely with the Women's Head Coach and wider MDT. The successful candidate will also work closely with the academy coaches for a clear and aligned progressive pathway for player development for players into the 1st Team.



KEY RESPONSIBILITIES:

- To lead and deliver Wolves Girls Day Release programme.
- To work collectively with the academy coaching staff to keep in line with the girls syllabus on producing a Wolves Player.
- Implementing a training programme in line with LTPD guidelines.
- To attend, deliver and support the training sessions and matches played by Women's team with the new WSL 2 environment.
- Supporting the aims and objectives of the Wolves women and girl's pathway from youth teams to senior team.
- To be present and deliver within all Matches played by the Women's Team.
- Ensuring the Club adheres to The FA standards for safeguarding.
- Formal monitoring and evaluation of Club Player and coach performance of the Club.
- To develop a strong relationship with a ETC.
- Representing the Club at relevant League Competition meetings.
- To ensure that the Club adheres to The FA Rules and Regulations and Competition Rules.
- To ensure that the Club adheres to Respect guidelines.
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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
- 🛡️ 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

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



- 🏆 Women's team Manager
 - 🏆 Head of Womens and Girls football
 - 🏆 Women's Assistant Manager
 - 🏆 Technical director
 - 🏆 Multi-disciplinary team
 - 🏆 Academy staff in support of each player's development
 - 🏆 To ensure positive relationships with players, parents.
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Scope of job

To support a successful women and girls programme. The successful candidate will have knowledge and understanding of the women's football landscape in England with an empathy and commitment to the long-term development of the game.

Hours of Work

The role is full time- 37.5 hours to include pitch time, planning & preparation and match days. The role will include weekend and evening work as standard. The successful candidate will need to have the ability to travel independently.



Person Specification

Job Title: 1st Team Day Release Coach(Women's)

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

- Experience of working in a women's club environment.
- Experience of being part of a high performing team.
- A proven track record in a high energy, fast moving, pressurised environment.
- Ability to deal with confidential and sensitive information.
- Understanding and knowledge of the women's pathway.
- 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.

Desirable

- Knowledge of governing body rules within football (i.e. PL & FA)

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

Essential

- Proficient in use of word, Hudl, Veo and Excel.
- Competent in Outlook diary and email management.
- Able to develop effective working relationships at all levels.
- Able to manage own time and tasks efficiently with a high attention to detail.

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

Essential

- Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Ability to multi-task and handle changes to plans and workload in a positive manner.
- Possess communication skills that are clear, engaging and responsive.
- Management of time, working to tight deadlines to ensure priorities are met.
- A proactive approach and the ability to work well under pressure in a fast-paced, demanding role.
- Highly effective written and verbal communication skills.
- Conscientious and motivated with high level of personal initiative.
- Approachable, personable and humble.
- Strong team player.
- Willing to self-evaluate and work towards continuous improvement.
- Prepared to take on whatever work is required to support the team.



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

Essential

- Proven experience of working in a people centred environment.
- Development and implementation of administration processes and procedures.
- Able to demonstrate success in a high-performance environment.
- Experience of recruitment of players in the female game.
- Experience of working in a Professional Football Club or Sporting environment.

Desirable

- Working with children and/or adults at risk.
- Experience of player management and development.

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

Essential

- UEFA B Licence holder.
- Safeguarding and First aid (Level 2) qualifications within 3 years- and kept up to date.
- Empathy with young players with an ability to inspire.
- Excellent communication skills with the ability to build meaningful, strong strategic relationships with Club staff.
- Post-holder must hold or obtain at the earliest opportunity and maintain 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

Desirable

- UEFA A Licence holder.
- Understanding and empathy with education and learning with a strong commitment to personal development and training.
- ECFG programme attendance.