







JOB DESCRIPTION

JOB TITLE:	Community Sport Officer
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Community Sport Manager
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	37.5 hours per week
WORKING ARRANGEMENT:	Your working pattern will include evening and weekend work as part of your usual duties, scheduled and agreed by your line manager.
DATE:	July 2026

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 implementation and delivery of the Community Sport and Disability Sport projects including a range of projects that aim to improve physical and mental wellbeing. This will involve administrative duties, creation of resources and delivery of sessions across a range of projects. These projects include, but are not limited to, Kick Off (adult recreational football programme), Yo! Active (children's physical activity programme), Building Brighter Futures (adult physical activity programme), Disability FC (PAN disability football programme), Sporting Chances (SEND physical activity programme) and others.

This role will support individuals including children, young people, adults and older adults who may have poor mental health, dementia, SEND requirements and disabilities, access a range of positive activities and opportunities. The successful applicant will also support in ensuring positive session engagement and KPI's are achieved which will provide invaluable data in management reports.

Key responsibilities

- 🛡️ To have a clear understanding of the Wolverhampton Wanderers Foundations core values and objectives.
- 🛡️ To positively represent the Wolves Foundation and brand internally and externally.
- 🛡️ To support the Community Sport, Disability Sport & Health Improvement programmes with the project implementation, including mapping and planning activities.
- 🛡️ To develop, deliver and lead on community activity sessions and workshops within Community Sport, Disability Sport & Health Improvement programmes, considering the members of each group.
- 🛡️ To establish new relationships and maintain existing relationships with key stakeholders and partner organisations.
- 🛡️ To liaise with local partner organisations to organise and book sessions.
- 🛡️ To keep accurate records and registers for all sessions.
- 🛡️ To participate in project related meetings as directed by your line manager.
- 🛡️ To process referrals and communicate with participants to book them onto programmes.
- 🛡️ To work in cohesion with the Communications Team to develop creative promotional and marketing materials to engage participants to meet the intended project outcomes.
- 🛡️ Identify, train, manage and mentor project volunteers.
- 🛡️ To collect and provide data for project reporting.
- 🛡️ Assist the Community Sport Manager with any other related projects where necessary.
- 🛡️ 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 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.
- ⚡ 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 regular evenings and weekends, as directed by your line manager.

Key relationships

- ⚡ Wolves Foundation Management Team.
- ⚡ Wolves Foundation Community Sport, Disability Sport and Health Improvement Teams.
- ⚡ Local stakeholders/partners.
- ⚡ Premier League Charitable Fund.
- ⚡ National Lottery Community Fund.
- ⚡ City of Wolverhampton Council.
- ⚡ Professional Footballer's Association.
- ⚡ Staffordshire FA



Person Specification

Job Title: Community Sport Officer

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
☞ To understand the vision, mission, and values of the Foundation to implement these with participants.	✓	
☞ Knowledge of the positive impacts of physical activity.	✓	
☞ Understanding of how to deliver an engaging session for participants.	✓	
☞ Knowledge of common barriers to individuals engaging in health enhancing behaviours.	✓	
☞ Knowledge of the Wolverhampton community and local areas.	✓	
☞ 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.	✓	
☞ An understanding of working with adults and children with SEND and disability requirements and possible reasonable adjustments.	✓	
☞ An understanding of working with adults and children with mental health and wellbeing considerations and possible reasonable adjustments.	✓	
☞ An understanding of Early Years development		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
☞ Understanding of safeguarding reporting procedures and policies.	✓	
☞ Ability to support the delivery of appropriate sessions to meet the needs of young people and adults across Community Sport, Disability Sport & Health Improvement programmes.	✓	
☞ Strong IT and presentation skills.	✓	
☞ Competency and confidence in delivering practical physical activity sessions & workshops.	✓	
☞ Ability to manage your own workload and effective time keeping	✓	
☞ Excellent project organisation and time management skills.	✓	
☞ Awareness of safeguarding reporting procedures and policies.	✓	
☞ Competency and confidence in communicating with individuals from a diverse range of backgrounds.	✓	
☞ Moderate competency around monitoring and evaluation.		✓
General skills and attributes	Essential	Desirable
☞ Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.	✓	
☞ Ability to set aims and objectives and to prioritise/ manage workload within the project framework.	✓	
☞ Highly motivated, keen to inspire and enthuse others. Excellent interpersonal and communication skills.	✓	
☞ Confident, enthusiastic, and non-judgemental.	✓	
☞ 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.	✓	
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
Experience of working with children, young adults and adults at risk.	✓	
Experience of reporting and handling Safeguarding concerns.	✓	
Able to demonstrate proven experience in sport, health, physical activity, or community development.	✓	
Experience of project implementation and delivery of community programmes.	✓	
Experience of delivering community physical activity sessions for individuals who may have additional needs.	✓	
Experience of managing volunteers		✓
Experience of partnership working.		✓
Experience of project management.		✓
Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
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	✓	
Post-holder must hold or obtain at the earliest opportunity a first aid qualification.	✓	
UEFA C license or equivalent.	✓	
FA's Coaching Disabled Footballers Course or equivalent.	✓	
Adult mental health first aid qualification		✓
Post-holder must hold a valid driver's license.		✓
Relevant coaching and/or session delivery qualifications.		✓
Post-holder to be educated at degree level or higher in a relevant area.		✓
Makaton training certification or equivalent		✓

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.