







## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Youth Engagement Officer</b>
<b>DEPARTMENT:</b>	<b>Wolves Foundation</b>
<b>REPORTS TO:</b>	<b>Youth Engagement Manager</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>December 2025</b>

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:**

-  Progressive - Ambitious. Creative. Innovative.
-  Determined - Ownership. Decisiveness. Consistent.
-  Bright - Inspiring. Engaging. Intelligent.



- 🦊 Unity - Connected. Family. Togetherness.
- 🦊 Humble - Considered. Considerate. Respectful.

### **Job purpose**

To support the implementation and delivery of our Youth Engagement projects including Premier League Kicks and Premier League Inspires. The project aims to engage young people ages 8-18 through the power of Wolves Foundation and Premier League. The role focusses on fostering positive youth engagement and creating opportunities for young people to thrive.

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.
- 🦊 Input to the continued Officers' operational meetings.
- 🦊 To support the Youth Engagement department with the project implementation, including mapping and planning activities.
- 🦊 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 develop, deliver and lead on Youth Engagement sessions within the Premier League Inspires and Premier League Kicks projects
- 🦊 To keep an accurate records and registers for all sessions.
- 🦊 To participate in project related meetings as directed by your line manager.
- 🦊 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 Youth Engagement team and Youth Engagement Manager with any other Youth Engagement 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 work alongside the DSL 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.

### **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.

### **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 Management Team.
- ⚡ Foundation Youth Engagement Team
- ⚡ Local stakeholders/partners.
- ⚡ Premier League Charitable Fund
- ⚡ West Midlands Police
- ⚡ High School partners



## Person Specification

**Job Title:** Youth Engagement Officer

<b>Knowledge: the level and breadth of knowledge to do the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ To understand the vision, mission, and values of the Foundation to implement these with participants.	✓	
🛡️ Knowledge of the positive impact of youth engagement.	✓	
🛡️ Understanding of how to deliver an engaging session for participants.	✓	
🛡️ Knowledge of local partners and organisations within the youth sector to collaborate with on our Youth Engagement projects.	✓	
🛡️ 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.		✓
🛡️ Knowledge of the Youth Engagement programmes including Premier League Inspires and Premier League Kicks Project and delivery KPI's and requirements.		✓
🛡️ An understanding of working with adults and children with SEND and disability requirements and possible reasonable adjustments.		✓
<b>Technical/work-based skills: skills specific to the job</b>	<b>Essential</b>	<b>Desirable</b>
🛡️ Understanding of safeguarding reporting procedures and policies.	✓	
🛡️ Ability to support the delivery of appropriate session to meet the needs of the participants.	✓	
🛡️ Strong IT and presentation skills.	✓	
🛡️ Competency and confidence in delivering practical physical activity sessions.	✓	
🛡️ 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.		✓
<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.	✓	
🛡️ 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.	✓	
<b>Experience: proven record of experience in a particular field, profession, or specialism.</b>	<b>Essential</b>	<b>Desirable</b>
🦊 Experience of working with children, young adults and adults at risk.	✓	
🦊 Experience of reporting and handling Safeguarding concerns.	✓	
🦊 Able to demonstrate proven experience in youth engagement.	✓	
🦊 Experience of project implementation and delivery of community programmes aimed at young people.	✓	
🦊 Experience of delivering youth engagement sessions.	✓	
🦊 Experience of line managing/ leading people/ managing volunteers		✓
🦊 Experience of partnership working.		✓
<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 Head of Safeguarding.	✓	
🦊 Post-holder must hold or obtain at the earliest opportunity a first aid qualification.	✓	
🦊 Post-holder must hold or obtain at the earlier opportunity a Level 2 Mentoring qualification.	✓	
🦊 Post-holder must hold or obtain at the earlies opportunity relevant Youth Work qualifications.		✓
🦊 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.		✓

**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.**