



JOB DESCRIPTION

JOB TITLE:	Senior Older Adults Officer
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Health Improvement 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 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

As the Senior Older Adults Officer, you will be responsible for leading and delivering Golden Wolves, the Foundation's older adults' programme. This includes overseeing and delivering on a range of sessions, including dementia support, gardening groups and social activities for people aged 60+, that reduce social isolation, promote healthy ageing and create opportunities for older adults to build meaningful connections within their communities.

Key responsibilities

- 🦊 Lead the implementation and development of the Foundation's older adult provision which will include Molineux Memories and Golden Wolves.
- 🦊 Lead, supervise and support delivery staff and volunteers ensuring a high standard in all delivery areas.
- 🦊 Develop partnerships with relevant partners and stakeholders.
- 🦊 Facilitate regular, high quality reminiscence sessions for individuals with dementia, carers support groups and care home activations throughout the city.
- 🦊 Facilitate regular, high quality social groups for older adults to reduce social isolation.
- 🦊 Facilitate project celebration events and festivals.
- 🦊 Lead the project marketing and promotion of older adults' projects within local communities.
- 🦊 Develop case studies to showcase impact and project reach.
- 🦊 Manage all administrative duties for the programmes as required.
- 🦊 Oversee monitoring and evaluation of project data into platforms including Salesforce.
- 🦊 Contribute to regular reports, inclusive of case studies and project updates to key stakeholders.
- 🦊 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 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 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 Health Improvement Team
- 🛡️ Local stakeholders/partners.
- 🛡️ PFA
- 🛡️ Wolverhampton Dementia Action Alliance
- 🛡️ Alzheimer's Society
- 🛡️ Premier League Foundation
- 🛡️ City of Wolverhampton Council



Person Specification

Job Title: Senior Older Adults Officer

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
🐾 Experience of working with older adults (50+ years)	✓	
🐾 Excellent knowledge and experience of delivering high quality sessions appropriate to the target audience.	✓	
🐾 Experience of delivering workshops for individuals with dementia.	✓	
🐾 Experience of working independently and as part of a wider team.	✓	
🐾 High quality partnership skills and local engagement strategies.	✓	
🐾 Excellent understanding of effective planning and evaluation processes.	✓	
🐾 Knowledge of what support is on offer locally and nationally for individuals with dementia and their carers.	✓	
🐾 Knowledge of key health inequality statistics relevant to older adults and individuals with dementia, nationwide and local to Wolverhampton.	✓	
🐾 Excellent partnership working with various stakeholders.	✓	
🐾 Strong understanding of equality, diversity and inclusion and ability to provide opportunities for all participants.	✓	
🐾 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.	✓	
🐾 Understanding of effective volunteering.		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
🐾 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		✓
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.	✓	



🦊 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	✓	
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
🦊 Experience of working with older adults, individuals with dementia and their carers.	✓	
🦊 Experience of working with participants with a range of needs.	✓	
🦊 Experience of working within communities.	✓	
🦊 Experience of successful data collection methods.	✓	
🦊 Experience of creating effective partnerships	✓	
🦊 Experience of developing project specific resources to aid delivery	✓	
🦊 Experience of working with children, young people and adults at risk.	✓	
🦊 Experience of reporting and handling Safeguarding concerns.	✓	
🦊 Experience of working with participants with a disability		✓
🦊 Experience of line managing/ leading people		✓
🦊 Experience of project management		✓
🦊 Experience of reporting safeguarding incidents		✓
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 relevant dementia training e.g. Dementia Friends or higher.	✓	
🦊 Post-holder must have UEFA C License or equivalent		✓
🦊 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 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.