



JOB DESCRIPTION

JOB TITLE:	Football & Education Coach – P/T
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Post 16 Education & Skills Manger
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	16 hours per week
WORKING ARRANGEMENT:	Your working pattern will be between Monday – Sunday and include evenings and weekend work.
DATE:	June 2025

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

An exciting role to join the Post 16 Education & Skills Department as a Football & Education Coach on our Sixth Form Programme. Working with our students aged 16-18 to deliver football coaching sessions, matchdays enrichment and recruitment. The role holder will have a strong coaching background and be able to meet outcomes related to each project. They will be able to develop strong relationships with staff, participants and partners as well as supporting a range of education projects for Wolves Foundation.



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 facilitate and lead all football sessions including training and games programme.
- 🔑 To lead, plan and deliver enrichment activity across the Football & Education Sixth Form Academy.
- 🔑 To establish new relationships and maintain existing relationships with key stakeholders and partner organisations.
- 🔑 To manage training and fixtures for designated teams.
- 🔑 To develop student personal development programme to support student achievements.
- 🔑 To deliver recruitment activities to support the growth and development of the programme.
- 🔑 To develop and enhance various recruitment strategies to enhance the identity of the programme.
- 🔑 To deliver secondary school & grassroots activations to develop further links with external partners.
- 🔑 To deliver on additional Foundation activities such as Matchday Ball Crew
- 🔑 To manage all administrative duties for the programme as required.
- 🔑 To provide pastoral and professional support to students as required.
- 🔑 To build pathways into the Wolves Foundation post 16 programmes.
- 🔑 To support students into positive destinations including our degree programmes at Wolves Foundation.
- 🔑 To hold and attend careers fairs, information evenings and events to showcase the Post 16 programmes available at Wolves 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.
- 🔑 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 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 Post 16 Department.
- ⚡ Local stakeholders/partners.
- ⚡ Partner schools.
- ⚡ High Schools throughout Wolverhampton.



Person Specification

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Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
⚡ Experience of working with post 16 students	✓	
⚡ Excellent knowledge and experience of delivering high quality football sessions.	✓	
⚡ Experience of coaching independently and as part of a wider team	✓	
⚡ High quality delivery of Post 16 projects and programmes.	✓	
⚡ Excellent understanding of effective planning and evaluation processes.	✓	
⚡ 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.	✓	
⚡ Excellent understanding of mentoring and wellbeing support.	✓	
⚡ Excellent partnership working with various stakeholders including partner school staff.	✓	
⚡ Strong understanding of equality, diversity and inclusion and ability to provide opportunities for all participants	✓	
⚡ Understanding of the OFSTED inspection framework and processes		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
⚡ Understanding safeguarding reporting procedures	✓	
⚡ Ability to embed Equality, Diversity, and Inclusion throughout all components of the role.	✓	
⚡ Ability to support the delivery of appropriate session to meet the needs of the students.	✓	
⚡ 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.		✓
⚡ 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
⚡ Working with post 16 students	✓	
⚡ Experience of working with participants with a range of needs	✓	
⚡ Working in a sports setting	✓	
⚡ Working in a school environment	✓	
⚡ Experience of successful data collection methods	✓	
⚡ 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 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 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 have UEFA C License or equivalent	✓	
⚡ Post-holder must have Level 2 in Mentoring or equivalent		✓
⚡ Post-Holder to have a UEFA B Licence equivalent or higher		✓
⚡ 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.