



## JOB DESCRIPTION

**JOB TITLE: Security Officer:**

**DEPARTMENT: Facilities, Safety and Security**

**REPORTS TO: Gary Miller**

**LOCATION: Molineux and Compton**

**HOURS: 30.25**

**DATE: 29/06/2026**

**We are Wolves. English football's original innovators.**

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

**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

Working as Security Officer you will be required to maintain a safe and secure environment, acting as a visual deterrent, prevent loss prevention, completing reports and company documentation. To provide a professional, responsive and observant security presence. The Security Officer duties are varied they can include elements of reception duties, as well as customer facing duties, patrolling and site inspections.

---

### Key responsibilities

- To assist in the deterrence of unwanted and criminal activity by being a visible presence.
- To protect the premises and property from any threats including vandalism, theft or damage.
- Report and record all incidents and accidents in a timely and clear manner, ensuring they are communicated to the relevant people.
- To provide first class customer service to any visitors to the premises.
- Perform lock and unlock duties and alarm the premises as required, liaising with monitoring company.
- To conduct internal and external patrols and monitor the CCTV system.



- Assist in any emergency situations, such as evacuations, remaining calm and professional at all times.
  - Internal and external patrol of premises.
- 

### **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
- 

### **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.

---

### **Safeguarding Statement**

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.

---

### **Key relationships**

- Reporting to the Security Supervisor you will be the first point of contact for staff, contractors, media and any other visitors. Any visitors to the site will be coordinated through security to ensure only those with a legitimate reason to be on site gain access.
- 

### **Scope of job**

Working as Security Officer the responsibilities will include maintaining a safe & secure environment, acting as a visual deterrent, loss prevention, completing reports and company documentation. It is



essential that all applicants are customer driven & have excellent communication skills as you will be greeting, assisting and directing members of staff and public.

Flexibility will be required as you may be required to cover roles at sites under the clubs control where we have a number of security roles in operation some of which will require working unsociable hours.



## Person Specification

### **Job Title: Security Officer**

**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 opening and locking up premises and setting alarms
- Experience of dealing with the general public
- Knowledge of how to operate CCTV and able to make key observations in relation to risk prevention
- An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations.

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

#### Essential

- Ability to complete report forms and report/record accidents and incidents in a timely manner
- Ability to follow site specific procedures
- High level of integrity with the ability to deal with confidential information

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

#### Essential

- Provide first class customer service to any visitors coming onto the premises
- 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.
- Demonstrate the upmost honesty and integrity as a role model for these behaviours
- Excellent communication skills, with an ability to communicate with a variety of different people in different roles
- Highly motivated with a positive solution focussed attitude
- Excellent organisational skills with the ability to balance competing priorities and workloads
- Good technical knowledge as well as the ability to multi-task
- Be able to work under pressure whilst keeping calm and in control
- Dealing with conflict situations in a calm, professional and safe manner

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

#### Essential

- Previous experience within a Security Role

#### Desirable

- Working with children and/or adults at risk
- Experience of working in a comparable organisation and role



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

Essential

- 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

- Valid frontline Security Guarding or Door Supervision SIA licence