



JOB DESCRIPTION

JOB TITLE:	Equality, Diversity & Inclusion (EDI) Lead
DEPARTMENT:	Human Resources & Payroll
REPORTS TO:	Human Resources Director
LOCATION:	Molineux Stadium with travel to other Wolves campuses (Office-based)
HOURS:	37.5 per week, including home matches and the flexibility to work outside of normal office hours: at evenings, events and meetings as required
DATE:	February 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups. Fast forward 70 years and Wolves are back among football's European elite, but this time we will compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, entertainment and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

We take seriously our commitment to the safeguarding of children and adults at risk and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

Wolves is committed to championing equality, diversity, and inclusion (EDI). The EDI Lead will be responsible for the coordination and implementation of both the club & foundation's Equality, Diversity and Inclusion (EDI) strategy, impact and reporting. They will provide EDI expertise and support across the club and foundation and ensure the culture continues to progress forward in a positive way.

Key responsibilities include

- Being the spokesperson and expert on EDI on behalf of Wolves & Wolves Foundation
- Ensuring that Wolves & Wolves Foundation continuously meets its statutory duties under the Equality Act 2010
- Taking responsibility for the development and implementation of the club & foundation's EDI strategy, policies and process, working closely with the club's HR Director & Head of HR & Governance in the Wolves Foundation
- The ongoing implementation of the Premier League EDI Standard (PLEDIS) / reporting against The FA's Football Leadership Diversity Code (FLDC) and continually striving for further improvements
- Working with club managers to set EDI objectives and supporting each department to achieve these via a range of programmes and practices
- Leading /co-ordinating meetings with the Equality Working Group (Internal) and Equality Advisory Group (Fan-led) and various individual workstreams in conjunction with both the HR Director and Fan Services Manager



- Identifying a programme of events within the club & foundation calendar that will demonstrate Wolves' commitment to improving equality, diversity and inclusion and coordinating the implementation of these events, including Mental Health & Wellbeing in conjunction with the Engagement & Wellbeing Lead
- Identifying, creating, developing and strengthening strategic partnerships with other clubs, Club Community Organisations (CCO's), equality organisations and external stakeholders, sharing knowledge, information, experience and best practice
- Maintaining a professional, business-like approach when representing Wolves and the Foundation with both internal and external stakeholders ensuring the reputation of the club is maintained and enhanced at all times
- Providing specialist advice in order to ensure that recruitment and career development opportunities are offered and managed fairly, in conjunction with the Recruitment Specialist's within the Club and Foundation
- Preparing and delivering training, presentations, and workshops to staff on equality, diversity, and inclusion and / or engaging with suitable training providers to deliver on the club & foundation's behalf, working with the HR Manager with L&D specialism and Head of HR & Governance (Wolves Foundation)
- Providing advice, guidance, and support to the senior leadership team on equality, diversity, and inclusion issues and data including updating them in SLT meetings along with the Human Resources Director & Head of HR & Governance (Wolves Foundation)
- Supporting the Facilities, Safety & Security Director in the delivery of accessibility improvements, in accordance with Accessible Stadia guides and findings of access audits
- Developing existing and new relationships with key stakeholder groups within football and in the local area, including key representatives from local councils and community groups in conjunction with the Foundation
- Helping staff to develop confidence and competence by modelling good practice and contributing regularly to the Weekly Wolf newsletter, intranet, external comms and good news stories
- To maintain and develop knowledge and skills relevant for the position through regular training and professional development

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

Safeguarding

- 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.



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.

Key relationships

- Senior Leadership Team, including Chairman, EDI / MH&W board champions & NEDs
- Club HR Team & HR Director
- Foundation Senior Management Team & Head of HR & Governance
- Head of Safeguarding
- Department Managers
- Media Team / Fan Services Team
- Recruitment and onboarding team
- DAO / SLO
- Facilities, Safety & Security Team
- CCO's within the PLCF Community EWG & EAG / Community groups / Governing Bodies / EDI organisations



Person Specification

Job Title: Equality, Diversity & Inclusion (EDI) Lead

Knowledge:

Essential

- A high level of knowledge of the contemporary EDI landscape including areas of under-representation in football, relevant legislation, regulatory frameworks and best practice
- Equality, diversity, inclusion and anti-discrimination interventions in sport and wider industries / sectors
- Understanding of how to work safely with children and/or adults at risk and uphold generally accepted practice when working with those participants
- A balanced understanding of inclusion across all protected characteristics; and a passion for EDI and making a difference
- Equality training and learning methods
- In depth knowledge of UK Equality legislative framework
- An understanding of community engagement linked to sport and education
- Understanding of safeguarding

Desirable

- The football environment, football pyramid and key stakeholders
- EDI football equality initiatives and codes such as the PLEDIS, Football Leadership Diversity Code
- Existing awareness and/or experience of working with the Wolverhampton community
- Charitable and/or PLCF reporting responsibilities (E.g. CCOP)
-

Technical/work-based skills:

Essential

- A natural leader with the ability to engage, lead and inspire those they work with good management skills, including the ability to direct, organise, schedule and budget for a variety of projects
- Ability to work in a matrix business environment with multiple stakeholders and differing priorities
- Ability to create, organise and plan learning and development events within budget and to time
- Creative in thinking, with a flexible, pragmatic approach to problem solving and negotiation
- Excellent written and verbal communication skills
- Excellent interpersonal, relationship management and influencing skills
- Sound IT skills including intermediate ability in all MS Office programmes
- Ability to accurately collect data and analyse in a meaningful way

Desirable

- High level of numeracy
- Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.

General skills and attributes:

Essential

- Dedicated to the quality and accuracy of projects from inception to completion
- High level of integrity with the ability to deal with sensitive and confidential matters
- A confident, collaborative and outcome focused approach
- Access to transport for work purposes and to travel to locations throughout the local area
- Ability to work within a team and foster good working relationships
- A friendly, positive 'can do' and courteous attitude.
- A commitment to the aims, vision and values of Wolves and the Wolves Foundation
- Highly motivated, determined, and conscientious



- Enthusiasm and resilience
- Discreet where it is required
- An organised and efficient approach to work
- Flexible approach to work and the ability to work under pressure to tight deadlines

Desirable

- SharePoint skills
- CCOP, PLCF, PLEDIS Reporting Platforms

Experience:

Essential

- Significant experience of working in a related environment
- A proven track-record of delivering successful EDI work and delivering real change in a comparative sector (sport or non-sport)
- Experience of writing and implementing policies and procedures
- Experience of managing stakeholder relationships and programmes, with an appreciation of the importance of EDI in corporate and charity organisations
- Evidence of a person-centred approach with an understanding of the rights, needs and best interests of groups currently under-represented
- Experience of completing equality impact assessments
- The ability to gain senior board-level buy-in and support in a professional, constructive, and non-confrontational manner
- Ability to present, analyse and use data in relation to EDI to inform work
- Ability to adapt communication and negotiation style to suit varied situations and people
- Experience in dealing with, advising or supporting on incidents of discrimination

Desirable

- Working with children and/or adults at risk
- Developing and delivering inclusion projects within diverse communities
- Designing diversity projects with a focus on outcomes to measure success
- Be well networked across the sporting EDI landscape

Qualifications:

Essential

- GCSE Maths and English C grade / equivalent
- A positive attitude towards professional development and own learning
- 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 Safer Recruitment Group

Desirable

- Educated to degree level or equivalent
- CIPD Level 5-7