



Wycombe Wanderers Foundation Job Specification

Premier League Officer (H&I)

Come and be part of Wycombe Wanderers Foundation and genuinely make a difference to our community. No two days are the same and our culture, values and objectives are centred on a 'we not me' approach.

This job description is deliberately concise, not because we lack depth of detail but because we want this process to be efficient and for it to enable us to get to know you the person, **and** you the professional. Keeping things concise, places the emphasis on you to evidence your knowledge, skills, ability to research and a pro-active approach, rather than simply using this job specification as a framework for an application.

If you can meet, match or exceed the stated role pre-requisites or are working towards them, we'd like to hear from you. Please complete a WWF application form (*available on our website*) and send it along with a CV to Luke.godfrey@wwfc.com.

About us - Wycombe Wanderers Foundation is the charitable arm of Wycombe Wanderers Football Club, an ambitious league one professional football club, used to defying the odds and punching above its weight. We enjoy a cohesive and collaborative relationship with our parent club and work together to help our people and communities.

Based at Adams Park, the home of Wycombe Wanderers FC, this is one of numerous exciting opportunities to join an intrinsically motivated team of staff dedicated to delivering fun, safe, engaging and inclusive projects across our four strategic aims; Sports Participation, Education & Employability, Health & Wellbeing and Inclusion & Cohesion.

Application Process Milestones

Application Deadline – 23rd October 2023

Contacting ALL applicants – 24th October 2023

Interview 1 (Phone/online discussion) – 30th October 2023

Shortlisting – 31st October

Contacting Interviewees – 1st November 2023

Final Stage – W/C 6th November 2023

Contacting Interviewees – W/C November 2023

Start Date – ASAP

**Please note - WWF reserves the right to close application process and bring the interview process forward should a suitable number of high-quality applications be received.*

Key Information

Location: [Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ](#)

Salary & Benefits: [from £23,000 + Bonus](#)

Total Hours p/w: [37.5 \(Spread across weeknights & weekends with CONTRACTED work on a Friday & Saturday evening\).](#)

Premier League Officer (H&I)

Role Accountabilities & Key Duties			
1	To work hard, have fun and be a nice person.		
2	Plan and deliver high quality, engaging and inclusive sessions within our Health & Inclusion department.		
3	Safeguard the health, safety and wellbeing of our participants and staff at all times, whilst appropriately mitigating and managing risk within each respective programme and venue.		
4	Operate with a 'we not me' foundation wide approach, working collaboratively to support and develop other departments, as well as your own.		
5	Ensure compliance with all relevant WWF policies, all relevant legal, regulatory, ethical and social requirements at all times.		
6	Maintain a professional image and act as an ambassador for WWF and WWFC at all times.		
7	Keep confidential any information gained regarding the Charity, Club and its personnel.		
8	Maintain a flexible and proactive approach to work at all times, undertaking other duties and responsibilities as required by WWF.		
9	Identify, develop and maintain strategic relationships with key stakeholders/external organisations that will assist WWF in achieving its programme related aims and objectives, and wider strategic aims.		
10	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.		
Qualification Prerequisites		Essential	Preferred
1	Foundation health, social work, coaching and/or educational qualifications	X	
2	Minimum two years delivery experience	X	
3	An accepted enhanced Criminal Records Check (to be undertaken by WWF)	X	
4	Valid Emergency Aid and Safeguarding Certificate.	X	
5	Level 2 Football Coaching Qualification	X	
Skills, Knowledge & Experience			
1	Experience working on and leading the Premier League's flagship community sport provision PL Kicks within a CCO organisation	X	
2	A detailed understanding of MEL requirements, reporting, and funding process of the Premier League Charitable Fund (PLCF)	X	
3	Ability to grow sessions and increase engagement across all demographics		
4	Experience of sports, health, and inclusion programmes (delivery, assessment, and evidencing impact) in a variety of settings and for participants of all ages and various cultural and social backgrounds.		
5	Experience of using a range of strategies to engage and motivate young people	X	
6	Highly organised with excellent verbal, written and presentation skills	X	
7	A passion for delivering outstanding customer service	X	
8	Knowledge and understanding of safeguarding issues	X	
9	An ability to evidence impact and report on progress	X	
10	A commitment to exhibiting world class basics on a daily basis	X	
11	Driving licence and access to a car with insurance for business use	X	
12	A proactive attitude with evidence of the above within your application	X	



FOUNDATION

13	Experience of H&I provision such as Premier League Kicks, Walking Football, Adult & Youth Fitness programmes.	X	
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IMPORTANT!

WWF are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. As the role will involve direct access to young people under the age of eighteen and vulnerable adults, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.

WWF is a charity committed to promoting equality, diversity and inclusion, and the recruitment process for the role being advertised will adhere to the latest equality legislation. All recruitment decisions are based upon the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, beliefs or sexual orientation.

Please note that we would particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities, as we are keen to increase the representation of these groups within WWF.