



Wycombe Wanderers Foundation
Education & Sports Delivery Officer – Education

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

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 knowledge, research and a pro-active approach, rather than 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 via our website) along with a CV and send them to kelly.rees@wwfc.com

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, Health and Wellbeing and Inclusion and Cohesion.

DEPARTMENT SPECIFICS

The Education & Sports Delivery Officer - will primarily be responsible for delivering high quality classroom sessions focusing on our highly successful Premier League Primary Stars & Primary Future Goals provision, after school coaching sessions and other education projects within the following areas;

Schools Delivery

- Future Goals Project in 4 schools - between the hours of 8am-3pm
- Premier League Primary Stars in 4 schools – between the hours of 8am-3pm

Activity Programme

- After School Clubs (ASC) - between the hours of 3pm-5pm
- Holiday Soccer Schools- Between the hours of 9am-4pm
- Holiday HAF Camps – Between the hours of 10am-2pm
- Saturday Football Leadership Project – 8 Saturday match days throughout the season between the hours of 1pm-5pm.



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Application Process Milestones

Application Deadline- 08/12/2023

Shortlisting- W/C Monday 11th December

Contacting ALL applicants- W/C Monday 11th December

Interview - W/C Monday 18th December (Practical & Interview)

Start Date- Friday 5th January

Key Information-

Location: Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ

Salary & Benefits: £20,000 - £23,000 (scale dependant on experience/qualifications)

Total Hours: 37.5

Education & Sports Delivery Officer

Role Accountabilities & Key Duties			
1	To work hard, have fun and be a nice person.		
2	Plan and deliver high quality WWF Premier League Primary Stars lessons, Future Goals classroom PSHE lessons and football after school clubs		
3	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.		
4	When required, to support or cover on the education departments other provisions and contribute to creation of lesson planning to add to the departments resource portfolio		
5	Ensure that the health, safety and well-being of our participants and staff remains of paramount importance at all times. In doing so, we ensure compliance with all relevant WWF policies, 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 approach to work at all times, undertaking other duties and responsibilities as required by WWF.		
9	As required, to collect and collate impact data in schools to evidence the impact of the provisions WWF provides.		
10	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.		
Qualification Prerequisites		Essential	Preferred
1	Teaching Qualification QTS, PGCE, PTTLs, PESSA		X
2	UEFA C License (Formally L2)	X	
3	An accepted enhanced Criminal Records Check (to be undertaken by WWF)	X	
4	Valid FA Emergency Aid Certificate.	X	
5	Valid FA Safeguarding Children Certificate.	X	
Skills, Knowledge & Experience			
1	Experience of planning and delivering classroom sessions in education settings	X	



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	to a range of children		
2	Experience of using a range of strategies to engage various groups of learners	X	
3	Highly organised with excellent verbal, written and presentation skills	X	
4	A passion for delivering outstanding customer service	X	
5	Knowledge and understanding of safeguarding issues	X	
6	A commitment to exhibiting world class basics on a daily basis	X	
7	Driving licence and access to a car with insurance for business use		X
8	A proactive attitude with evidence of the above within your application	X	

IMPORTANT!

WWF are fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults 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, 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.