



FOUNDATION

## **Community Engagement Officer @WWF**

### **Role Overview**

Come and be part of Wycombe Wanderers Foundation and genuinely make a difference to our community. No two days are the same and our evolving culture is values-based and centred around 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*) and send with a CV and to [sam.white@wwfc.com](mailto:sam.white@wwfc.com). \*Please note aspects on the form that are within your CV can be left blank.

Wycombe Wanderers Foundation is the charitable arm of Wycombe Wanderers Football Club, an ambitious league one professional football club. We enjoy a cohesive and collaborative relationship with our parent club and work together to help our people and communities. Based at Adams Park Stadium, this is an exciting opportunity 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.

### **Role Specific**

The successful candidate will play a lead role in fostering community involvement, creating and driving inspiring engagement initiatives within the High Wycombe community, in order to establish and develop a strong(er) relationship between the community, fans and the football club.

The post holder will work across both the Foundation and the Football Club as well as developing and implementing strategies to connect with various community stakeholders, leveraging the power of football to create positive social impact, and overseeing programmes that enhance community engagement, participation and new fan generation.

### **Application Process Milestones**

Application Deadline - 22<sup>nd</sup> March 2024

Shortlisting - 22<sup>nd</sup> March

Contacting ALL applicants - 22<sup>nd</sup> March

Interview 1 - 25<sup>th</sup> March (*Online*)

Invites to Stage 2 - 26<sup>th</sup> March

Interview 2 - 28<sup>th</sup> March (*@ Adams Park*)

Contact ALL applicants - 28<sup>th</sup> March

Preferred Start Date - 1<sup>st</sup> April (*Potentially flexible*)



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### **Key Information**

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

**Total Hours:** 37.5 (including all home first team fixtures) **Annual Leave:** 28 days (plus birthday)

**Salary:** £28,000 (plus inclusion into the WWF full time staff bonus scheme)\*

*\*Please note this is a fixed term position for a period of 12 months from the employment start date.*

<b>Role Accountabilities &amp; Key Duties</b>			
1	To work hard, have fun and be a nice person. Operate with a we not me mindset.		
2	Lead on the planning, delivery and evaluation of all community engagement activations. Creating an engaging and inclusive calendar of events promoting a #BeOne culture amongst the club, foundation and our community.		
3	To build positive and strong relationships with local community partners (current & new), hubs, internal and external stakeholders, as an ambassador of Wycombe Wanderers.		
4	To manage and coordinate the delivery of key engagement vehicles including (but not restricted to) player appearances and the matchday experience, achieving both the Club and Foundation's key aims and objectives in player activation. Liaise with key Club and Foundation staff to develop relationships with the Club's players, in order to increase ambassadorial and community activation awareness, creating new Club Champions in respective FA, EFL, Club and Foundation target areas.		
5	Act as a cultural architect, ensuring alignment between Club and Foundation programmes and relationships, collaborating to create programmes that support the objectives of both organisations.		
6	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 WW policies, legal, regulatory, ethical and social requirements.		
7	Keep confidential any information gained regarding the Charity, Club and its personnel and as per GDPR.		
8	Maintain a flexible approach to work at all times, undertaking other duties and responsibilities as required.		
9	Collect and collate impact data to evidence the needs of our communities and the impact of activations, shaping strategy and future need.		
10	Demonstrate a thirst for continuous improvement - attending training courses, CPD sessions and external events as and when available.		
<b>Qualification Prerequisites</b>		<b>Essential</b>	<b>Preferred</b>
1	Related degree or sports development qualification	X	
2	Sports leader qualification		X
3	An accepted enhanced Criminal Records check (to be undertaken by WWF)	X	
4	Valid Emergency First Aid & Safeguarding certificates	X	
5	Mental Health First Aid		X
<b>Skills, Knowledge &amp; Experience</b>			
1	Experience of community engagement / development of and through sport	X	
2	The ability to engage, encourage and motivate people from different backgrounds to participate	X	
3	The ability to create positive and engaging environments and activities	X	
4	High level people skills, emotional intelligence, empathy and cultural awareness.	X	
5	Highly organised with excellent verbal, written and presentation skills	X	
6	A passion for delivering high quality experiences and an ability to observe, analyse and apply learning to shape future activations	X	
7	A commitment to exhibiting world class basics on a daily basis	X	
8	Driving licence and access to a car	X	



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**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.