



FOUNDATION

Wycombe Wanderers Foundation **Delivery Officer Opportunity**

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 centres 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*) and send with a CV to andrew.homent@wwfc.com. *Please note aspects on the form that are already 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.

We are seeking a multi-skilled coach who enjoys variety and impacting provision and people in different settings, from the pitch to the classroom – participation to performance. The **Delivery Officer** – will be responsible for delivering high quality programmes within the following areas;

Elite Development Academy (Performance)

- Working with both Elite & Development groups (boys and girls U6 - U16's)

Education & Employability

- ChairSchools – in school delivery
- Premier League Primary Stars – in school delivery

Activity Programme (Participation)

- After School Clubs
- Holiday Soccer Schools
- Saturday Morning Clubs

IMPORTANT: Must be willing to work anti-social hours including evenings and weekends as these are 'golden' football delivery hours. Timetable will be reflective of this but will not exceed 37.5 hours.



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Application Process Milestones

- Application Deadline – 11th July 2024
- Contacting ALL applicants – 12th July
- Interview 1 - W/C Monday 15th July
- Shortlisting - 18th July
- Contacting Interviewees - 19th July
- Final Stage - 22nd, 23rd, and 24th July
- Decision & Offer Made – 25th July
- Start Date – 1st September 2024

Key Information:

- Location: Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ
- Salary & Benefits: from £23,000 + Bonus
- Total Hours: 37.5
- Annual Leave: 20 days + Birthday and Bank Holidays

WWF Delivery Officer Overview

Role Accountabilities & Key Duties			
1	To work hard, have fun and be a nice person.		
2	Plan and deliver high quality Elite Development Academy, E&E and Activity Programme sessions.		
3	Devise activities that ensure individuals and groups of participants have fun and are motivated, stretched and challenged at appropriate levels across all WWF’s activities.		
4	Contribute to creating and developing a positive, inclusive team environment and culture centred on ‘we not me’.		
5	Identify, develop and maintain strategic relationships with partners/key stakeholders/external organisations that assist WWF in achieving its aims and objectives, and wider strategic impact.		
6	Ensure understanding and consistent compliance with all relevant WWF policies, legal, regulatory, ethical and social requirements.		
7	Maintain a professional image and act as an ambassador for WWF and WWFC at all times.		
8	Keep confidential any information gained regarding the Charity, Club and its personnel.		
9	Maintain a flexible approach to work at all times, undertaking other duties and responsibilities as required by WWF.		
10	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.		
Qualification Prerequisites		Essential	Preferred
1	UEFA C License (Formerly FA Level 2)*	X	
2	UEFA B License (Formerly FA Level 3)		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	
*Working towards will be considered dependent on accompanying experience			



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Skills, Knowledge & Experience			
1	Experience of planning and delivering football coaching and/or educational sessions across a range of age and ability levels.	X	
2	Experience of using a range of strategies to engage various groups of learners in different environments.	X	
3	Highly organised with excellent verbal, written and communication 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 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 (DBS), to ensure 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.