



FOUNDATION

Senior Health & Inclusion Development Officer
@ Wycombe Wanderers Foundation

Come and be part of Wycombe Wanderers Foundation (WWF) and make a positive difference to our community.

This role overview 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 overview as a framework for an application.

We are looking for a people focussed individual, passionate about making a positive difference to young and vulnerable people through our health and inclusion projects.

If you can meet, match or exceed the pre-requisites outlined in this overview or are working towards them, we'd like to hear from you. Please complete a **WWF application form** (*available at wycombewanderersfoundation.co.uk under employment*) and send it along with a **CV** and brief covering letter or video outlining your skills, experience and motivations for the role 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 an opportunity to join an intrinsically motivated team of staff, dedicated to delivering safe, fun, engaging and inclusive projects across our four strategic aims; Sports Participation, Education & Employability, Health & Wellbeing and Inclusion & Cohesion.

Application Process & Key Milestones

Application Deadline: Wednesday 5th March

All applicants will be contacted by Friday 7th March

Interview Stage 1: Online interviews W/C Monday 10th March

All candidates will be informed of the outcome by Thursday 13th March

Final Stage: In-person interviews W/C Monday 17th March

All candidates will be contacted by Thursday 20th March

Start Date: Thursday 1st May (or sooner depending on circumstances)



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Please note: WWF reserves the right to close the application process early and bring forward interviews if a suitable number of high-quality applications are received.

Key Information

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

Salary & Benefits: £28,000 per annum + enrolment onto the staff bonus scheme + annual staff well-being allowance + additional birthday leave

Working Hours: 37.5 hours per week (Monday–Friday, with occasional weekend work as required)

Senior Health & Inclusion Development Officer

| Role Accountabilities & Key Duties | |
|------------------------------------|--|
| General | |
| 1 | Work hard, have fun, and be a nice person – contribute positively to a supportive and inclusive working environment. |
| 2 | Plan and deliver high-quality, engaging, and inclusive sessions within our Health & Inclusion department, ensuring all participants feel safe, valued and supported. |
| 3 | Safeguard the health, safety, and wellbeing of participants and staff at all times, effectively mitigating and managing risk within each programme and venue. |
| 4 | Embrace a ‘we, not me’ approach – work collaboratively across departments, supporting and strengthening the wider foundation. |
| 5 | Ensure full compliance with all relevant WWF policies, legal regulations, ethical standards, and safeguarding requirements at all times. |
| 6 | Maintain a professional image and act as a positive ambassador for WWF and WWFC in all interactions. |
| 7 | Handle sensitive information with confidentiality , ensuring discretion regarding the Charity, Club, and its personnel. |
| 8 | Adopt a proactive and flexible approach , taking on additional duties and responsibilities as needed to support WWF’s mission. |
| 9 | Build and maintain strategic relationships with key stakeholders and external organisations to support programme development and WWF’s wider strategic goals. |
| 10 | Commit to continuous improvement , engaging in professional development, attending CPD training sessions, and actively seeking opportunities to enhance skills and knowledge. |
| Role Specific | |
| 1 | Identify and secure funding – lead on funding applications to support yearly H&I targets and budget, while identifying additional revenue streams. |
| 2 | Deliver impactful sessions – personally lead a minimum of three project/programme sessions per week. |
| 3 | Take lead responsibility for key programmes, including Male & Female Mental Health Provision, No More Falls, Adult Fitness Programme, and our Wellbeing Walk. |
| 4 | Oversee the implementation and use of a staff well-being platform across the organisation to enhance engagement, wellbeing and morale. |
| 5 | Champion mental health and wellbeing – lead three department-wide CPD sessions and one organisation-wide CPD annually. |
| 6 | Engage in funded CPD opportunities – complete at least three external CPD courses (e.g., PLCF, EFLT) within six months to further develop role-specific expertise. |
| 7 | Support data management and reporting – assist with data input, collection, and analysis for effective reporting and funding applications. |



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| 8 | Play an active role in CCOP – take responsibility for a specific area. | | |
| 9 | Support and develop H&I staff , enhancing their delivery and reporting capabilities through mentorship and training. | | |
| Qualification Prerequisites | | Essential | Preferred |
| 1 | Relevant Qualifications – an intermediate-level qualification in health, social work, coaching, and/or education (or relevant experience). | X | |
| 2 | Practical Experience – A minimum of three years’ experience in programme delivery , ideally within a health, inclusion, or sports setting. | X | |
| 3 | Enhanced Criminal Records Check – An accepted enhanced DBS check (to be undertaken by WWF). | X | |
| 4 | Essential Certifications – A valid Emergency Aid and Safeguarding Certificate (or willingness to obtain prior to employment). | X | |
| 5 | Coaching Qualification – A Level 1 Football or Sports Coaching Qualification (or equivalent) is required. | X | |
| | Coaching Qualification – A Level 2 Football or Sports Coaching Qualification (or equivalent) is required. | | X |
| Skills, Knowledge & Experience | | | |
| 1 | Experience in Sports, Health, and Inclusion Programmes – proven ability to deliver, assess, and measure the impact of programmes across various settings, working with participants of all ages and diverse cultural and social backgrounds. | X | |
| 2 | Successful Funding Experience – a track record of identifying, applying for, and securing five- and six-figure funding from regional and national partners. | | X |
| 3 | Engagement and Relationship Building – skilled in using a range of strategies to connect with and build positive relationships with participants and stakeholders from different backgrounds, life experiences, and age groups. | X | |
| 4 | Adaptability and Versatility – a flexible, proactive, and resilient approach to working across different areas, successfully managing varied tasks and responsibilities. | X | |
| 5 | Strong Communication and Organisation – highly organised with excellent verbal, written, and presentation skills, ensuring clarity and professionalism in all interactions. | X | |
| 6 | Customer-Focused Mindset – a passion for delivering outstanding customer service and creating positive experiences for all stakeholders. | X | |
| 7 | Safeguarding Awareness – knowledge and understanding of safeguarding principles, ensuring the safety and well-being of all participants. | X | |
| 8 | Impact Measurement and Reporting – ability to effectively evidence impact, track progress, and produce clear, insightful reports. | X | |
| 9 | Commitment to Excellence – a dedication to upholding world-class basics in daily work, striving for the highest standards in all aspects of the role. | X | |
| 10 | Full Driving Licence and Transport – a valid driving licence with access to a car insured for business use. | X | |
| 11 | Proactive and Results-Driven – a self-motivated attitude, with evidence of initiative and achievement reflected throughout your application. | X | |
| 12 | Relevant Programme Experience – experience in delivering Health & Inclusion initiatives such as Premier League Kicks, Walking Football, and 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.