



FOUNDATION

## Senior Delivery Officer - Employability

### Summary and Application Process

**Are you passionate about using the power of sport, education and community engagement to create real world change?** At Wycombe Wanderers Foundation we believe everyone deserves the chance to improve their skills, access opportunities and fulfil their potential. We are looking for a dynamic, passionate and driven individual to help make that happen within our community.

As our new **Senior Development Officer** working within our **Education & Employability department**, you'll play a key role in designing, leading and delivering programmes that support young people and adults, making a tangible difference to people's lives. From tackling educational inequalities to creating pathways into employment, you will be part of a team that delivers real world impact - developing skills, confidence and pathways into education, training and employment.

Based at Adams Park, the home of Wycombe Wanderers FC, this is more than a desk job - it's hands on, passion-led, and deeply rewarding. You'll work with local partners, lead programmes and design meaningful initiatives that support and empower people of all ages. If you're someone who thrives on connection, creativity, and purpose, and you're ready to bring energy, empathy, and innovation to a growing Foundation - this is your opportunity to do work that matters every day.

**If you are looking for a role where your work truly matters, and where you can see the positive difference you make every day – we would love to hear from you.**

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 provide a **CV (written or video)** and a **covering letter or poster** and send to **kelly.rees@wwfc.com**.

### Role and Department Specifics

We are looking for someone who brings both **passion & strategy** to their work. Someone who thrives on making a difference and supporting people to develop skills and achieve positive outcomes.

You may come from a background in **education, youth work, adult learning, community development** or from the **sport for social impact** sector. What matters most is your passion for people, your ability to connect, and your commitment to creating inclusive opportunities that make a genuine difference.

You will be equally comfortable **delivering engaging sessions** as you are providing operational oversight, developing programmes, building strong partnerships with local stakeholders and tracking outcomes to demonstrate impact. You will value collaboration over competition and bring energy, empathy and creativity to everything you do.



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### **Recruitment Process Milestones**

Application Deadline – Friday 29<sup>th</sup> May

Contacting ALL applicants – W/C 1<sup>st</sup> June

First Stage Interview (online) – W/C 8<sup>th</sup> June

Second Stage Interview + Task (in person) – W/C 15<sup>th</sup> June

Contacting Interviewees - Monday 22<sup>nd</sup> June

Start Date – Monday 3<sup>rd</sup> August

### **Key Information**

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

**Salary & Benefits:** £27,000-£29,000 (scale dependant on experience/qualifications) + well-being allowance, 20 days A/L + bank holidays and birthday

**Total Hours:** 37.5\* 1-year fixed term contract

**\*This role requires some evening work on Thursdays 6-7pm & Fridays 7-8pm\***

### **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.

Two references will be required prior to start date approval, with your assistance potentially required should they be delayed.

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.



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## Overview

<b>Role Accountabilities &amp; Key Duties</b>			
1.	To work hard, have fun and be a kind person.		
2.	Lead, plan and deliver on programmes which include high-quality coaching, targeted interventions and employability focused activities across WWF programmes. This will include the creation of new programmes and existing WWF programmes including (but not restricted to) Premier League Kicks, FE pathways, adult learning and sports leaders.		
3.	Promote pathways into volunteering, education, training and employment		
4.	Lead on the recruitment of programme participants and the development of partnerships including liaising with schools, police, community hubs and key partners.		
5.	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.		
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 WWF policies, legal, regulatory, ethical and social requirements at all times.		
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.	Always maintain a flexible approach to work, undertaking other duties and responsibilities as required by WWF.		
10.	Ensure the appropriate collection of programme data, monitoring and evaluation of programmes, ensuring KPI's are met and impact reports are generated to evidence to key partners.		
11.	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.		
<b>Qualification Prerequisites</b>		<b>Essential</b>	<b>Preferred</b>
1.	Recognised qualification in employability, mentoring, youth work, education or community development	X	
2.	UEFA C License (formerly FA Level 2)	X	
3.	Adult or youth mental health first aid qualification		X
4.	An accepted enhanced Criminal Records Check (to be undertaken by WWF)	X	
5.	Valid FA Emergency Aid and Safeguarding Children Certificates	X	
<b>Skills, Knowledge &amp; Experience</b>			
1.	Experience delivering employability, education, youth or community programmes	X	
2.	Experience planning and delivering engaging sessions across age ranges	X	
3.	Strong understanding of barriers to education, training and employment	X	
4.	Ability to build and maintain effective partnership with key stakeholders	X	
5.	Experience in monitoring programmes, reports against KPI's and data systems (salesforce)		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.	A commitment to exhibiting world class basics on a daily basis	X	
10.	Driving licence and access to a car with insurance for business use		X
11.	A proactive attitude with evidence of the above within your application	X	