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Wycombe Wanderers Foundation
Health & Inclusion Delivery Officer

Role Summary

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. The Health & Inclusion Delivery Officer helps make that promise real, one session at a time.

As Health & Inclusion Delivery Officer you will plan and deliver safe, inclusive and engaging sessions across our Health & Inclusion portfolio - from Walking Football and Chair Exercise to Women's Recreational Football, SEND HAF camps and Premier League Kicks. You will create welcoming spaces that reduce isolation, build confidence and connect people with the activities and support they need.

Based at Adams Park, the home of Wycombe Wanderers FC, this is a community-facing role for someone who enjoys working with people of all ages, backgrounds and abilities. You will join an intrinsically motivated team delivering fun, safe and inclusive projects across our four strategic aims: Sports Participation, Education, Health and Wellbeing, and Inclusion and Cohesion.

Role and Department Specifics

You will be based within the Impact department, supporting the planning and delivery of high-quality, safe and inclusive sessions across the Health & Inclusion programme portfolio.

We are looking for someone who is passionate about inclusion, enjoys working with a wide range of people and is motivated to create positive experiences where every participant feels they belong. You will adapt your delivery to meet different needs, build positive relationships with participants, families and community partners, and help capture the attendance, feedback and monitoring information that shows the difference we make.

You will value collaboration over competition - our culture is centred on we, not me - and bring energy, warmth and a solutions-focused attitude to everything you do.

Key Information

Location: Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ
Reports To: Programme Manager – Health & Inclusion
Direct Reports: None
Rate of Pay: From £13.33 per hour, based on experience & qualifications
Total Hours: Minimum 4 sessions per week* (additional sessions/hours may be available based on performance and community need)
*This is a part time role. Sessions will vary in length (1-2 hours), may take place in the evenings, at weekends and during school holidays in line with programme delivery and the wider needs of the Foundation.

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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 postholder 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. All decisions relating to appointment and development are based upon the skills and experience of individuals, 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.

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.

This job description is not exhaustive and will be reviewed and amended, in consultation with the postholder, as the needs of the Foundation develop.

How to apply

Please use the link below to find and complete the **Employment Application Form**, and email it back to us **alongside a copy of your CV** to inclusion@wwfdn.com

https://wycombewanderersfoundation.co.uk/about-us/work-for-us/

We will then be in contact to arrange a first stage call to discuss the role in more detail, ahead of arranging a more formal second stage interview.

Closing date for applications - **27th November 2026**
First Stage phone calls - **w/c 30th November**
Proposed start date - **January 2027**

Overview

Role Accountabilities & Key Duties	
1.	To work hard, have fun and be a kind person.
2.	Plan and deliver safe, inclusive and engaging Health & Inclusion sessions for participants of varying ages, abilities and needs.
3.	Deliver across our Health & Inclusion programmes as required, including Walking Football, Chair Exercise, Women's Recreational Football and SEND HAF camps, adapting activities so participants can take part confidently and safely.
4.	Support Premier League Kicks and other targeted inclusion programmes, using sport and positive activities to engage children and young people in local communities.

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5.	Create and maintain a welcoming environment that reduces isolation and connects participants with appropriate activities and services.
6.	Champion inclusion across all areas of work, fostering a culture where everyone feels valued and empowered to bring their passion and ideas to the role.
7.	Build positive relationships with participants, families, community partners and referral organisations that help WWF achieve its programme aims and wider strategic aims.
8.	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.
9.	Ensure the accurate collection of attendance records, participant feedback and programme monitoring data, helping to evidence impact to key partners.
10.	Maintain a professional image and act as an ambassador for WWF and WWFC at all times.
11.	Keep confidential any information gained regarding the Charity, Club and its personnel.
12.	Always maintain a flexible approach to work, undertaking other duties and responsibilities as required by WWF.
13.	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.

Qualification Prerequisites		**Essential**	**Preferred**
1.	FA Level 1 Coaching Qualification		X
2.	Level 2 Gym/Fitness Instructor Qualification		X
3.	An accepted enhanced Criminal Records Check (to be undertaken by WWF)	X	
4.	Valid FA Introduction to First Aid Certificate	X	
5.	Valid FA Safeguarding Children Certificate	X	
6.	Valid FA Safeguarding Adults Certificate	X	
Skills, Knowledge & Experience		**Essential**	**Preferred**
1.	A passion for inclusion and belonging, with the ability to adapt delivery so participants of all ages, backgrounds and abilities feel valued, confident and fully included	X	
2.	Experience of using a range of strategies to engage a diverse community	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 and a commitment to putting participants first	X	
6.	A proactive, solutions-focused attitude	X	
7.	A commitment to exhibiting world class basics on a daily basis	X	
8.	Driving licence and access to a car with insurance for business use	X	