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Wycombe Wanderers Foundation
Impact 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 Impact Delivery Officer helps make that promise real, one session at a time.

As Impact Delivery Officer you will plan and deliver safe, inclusive and engaging sessions across all three of our programme areas - Enrichment, Education, and Health & Inclusion. One day you might be leading a school sport session or holiday camp, the next running Walking Football or Premier League Kicks, or helping young people and adults build the skills and confidence to progress learning into opportunities and employment.

Based at Adams Park, the home of Wycombe Wanderers FC, this is a full-time, community-facing role for someone who enjoys variety and working with people of all ages, backgrounds and abilities. You will join an intrinsically motivated team delivering fun, safe and inclusive projects across four key areas: Enrichment, Education, Health & Inclusion, and Performance & Pathways.

Role and Department Specifics

You will be based within the Impact department, working across our Enrichment, Education, and Health & Inclusion programmes to deliver high-quality, safe and inclusive sessions wherever they are needed most.

We are looking for someone who is adaptable, passionate about inclusion and motivated to create positive experiences where every participant feels they belong. Because you will work across all of our programmes, you will be well placed to spot the next step for the people you work with - helping someone move from a sports session into a health programme, or from a youth project into education or employment support. You will also help capture the attendance, feedback and monitoring information that shows the difference we make.

You don't need to be an expert in everything. While it would be great to find someone with experience across all three areas, if you bring strong skills in one or two and are keen to learn and develop your skill-set, we'd like to hear from you.

Key Information

Location: Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ
Reports To: Programme Manager – Enrichment & Education / Programme Manager – H&I
Direct Reports: None
Rate of Pay: From £26,000 per annum, based on experience & qualifications

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Total Hours: 37.5 hours per week*
*This is a full time role. Hours will be worked flexibly across the week and will regularly include evenings, weekends and school holidays, in line with programme delivery and the wider needs of the Foundation.

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. Should your existing safeguarding and or first aid training have expired, WWF would commit to covering the cost of this training during induction, if successful.

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, mixed and other ethnic minority candidates, LGBTQ+ candidates and disabled candidates, 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 community@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 – **Tuesday 15th December 2026**
All applicants notified – **Wednesday 16th December 2026**
First Stage Online Interview - **w/c 21st December 2026**
Second Stage Interview – **4th January 2027**
Proposed start date – **February 2027**

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Overview

Role Accountabilities & Key Duties	
1.	To work hard, have fun and be a kind person.
2.	Plan and deliver safe, inclusive and engaging sessions across our Enrichment, Education, and Health & Inclusion programmes, for participants of varying ages, abilities and needs.
3.	Lead delivery in your areas of strength, and develop your skills and confidence in the others, with support and training from the Foundation.
4.	Area 1 - Enrichment: deliver school sport, after-school clubs, holiday camps and community football sessions that get more people active and enjoying sport.
5.	Area 2 - Education: support the delivery of our education and employability programmes in schools and community settings, helping young people and adults build the skills, confidence and qualifications that lead to further learning, training or work.
6.	Area 3 - Health & Inclusion: deliver programmes such as Walking Football, Chair Exercise, Women's Recreational Football, SEND HAF camps and Premier League Kicks, adapting activities so participants can take part confidently and safely.
7.	Work flexibly across programmes in response to demand, covering sessions and supporting colleagues so that delivery stays consistent and high quality.
8.	Help participants progress between programmes, referring them on to other Foundation opportunities and partner services that meet their needs.
9.	Create a welcoming environment that reduces isolation and champions inclusion, so everyone feels valued and that they belong.
10.	Build positive relationships with participants, families, schools, community partners and referral organisations.
11.	Ensure the health, safety and wellbeing of participants and staff at all times, in line with all relevant WWF policies and legal, regulatory and ethical requirements.
12.	Collect attendance records, participant feedback and monitoring data accurately and on time, helping to evidence our impact to funders and partners.
13.	Share what you learn across programmes with colleagues, to improve delivery and shape new opportunities.
14.	Maintain a professional image, act as an ambassador for WWF and WWFC, and keep confidential any information about the Charity, Club and its personnel.
15.	Keep a flexible approach to work, taking on other duties as required, and show a thirst for continuous improvement through training and CPD.

Qualification Prerequisites		Essential	Preferred
1.	A relevant coaching, teaching, fitness or delivery qualification in at least one of our programme areas	X	
2.	FA Introduction to Football Coaching Qualification, UEFA C or equivalent		X
3.	Level 2 Gym/Fitness Instructor Qualification		X
4.	Level 3 Award in Education and Training, Level 3 Teaching Assistant qualification, or Level 4 Higher Level Teaching Assistant (HLTA) status		X
5.	Qualified Teacher Learning and Skills (QTLS) or Qualified Teacher Status (QTS)		X
6.	An accepted enhanced Criminal Records Check (to be undertaken by WWF)	X	
7.	Valid First Aid certificate (FA Introduction to First Aid or equivalent)	X	
8.	Valid Safeguarding Children certificate (FA Safeguarding Children or equivalent)	X	
9.	Valid Safeguarding Adults certificate (FA Safeguarding Adults or equivalent)	X	

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Skills, Knowledge & Experience		Essential	Preferred
1.	A passion for inclusion and belonging, with the ability to adapt delivery so everyone feels valued, confident and fully included	X	
2.	Experience of planning and delivering sessions in at least one of: sport and physical activity, education or employability, or health and inclusion	X	
3.	Experience of using a range of strategies to engage a diverse community	X	
4.	Willingness to learn new skills and work across different programmes, settings and participant groups	X	
5.	Highly organised, with excellent verbal and written communication skills	X	
6.	Confident using IT and recording monitoring data accurately and on time	X	
7.	A passion for delivering outstanding customer service	X	
8.	Knowledge of safeguarding and a commitment to putting participants first	X	
9.	A proactive, solutions-focused attitude and a commitment to world class basics	X	
10.	Driving licence and access to a car with business insurance	X	
11.	Experience of delivering sport or physical activity sessions		X
12.	Experience of working within a school or education setting		X
13.	Experience of supporting young people or adults into education, training or employment		X
14.	Experience of working with older adults, people with disabilities or SEND groups		X