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## Wycombe Wanderers Sports & Education Trust

### WWSET Delivery Officer Job Advert

Wycombe Wanderers Sports & Education Trust (WWSET), the charitable arm of Wycombe Wanderers Football Club, is seeking an ambitious, adaptable and innovative candidate to fill the role of **WWSET Delivery Officer**.

Based at Adams Park, the home of Wycombe Wanderers FC, this is an exciting opportunity to join a talented team that are dedicated to engaging with as many people as possible in and around the Wycombe area, with the aim of improving levels of health, social inclusion, education, and sports participation.

The **WWSET Delivery Officer** will primarily be responsible for delivering coaching sessions within the following areas;

- Activity Programme – Holiday Courses, After School & Saturday Morning clubs, PPA Coaching.
- Elite Development Academy – Both Boys & Girls aged 6-18.
- Match Day Activities – Pre-Match Activities, Half Time Penalty Shoot Outs, Ball Boys.

In addition to the above the successful post holder will also be tasked with assisting across all other areas of the charity as and when the need arises.

WWSET recognise that employing talented and dedicated staff is critical if we are to continue increasing our range of programmes, growing our strong reputation, and maximising the positive impact we have within High Wycombe and the surrounding areas. Therefore please ensure that your application takes into account the necessary skills and experiences that are required to complete the role successfully, all of which can be seen below.

In order to be considered for the role we ask that applicants forward a CV plus covering letter which details how you meet the person specification. This should be done via email to [paul.foley@wwfc.com](mailto:paul.foley@wwfc.com).

The closing date for applications is 12.00pm on Friday 30<sup>th</sup> November.

Interviews will be held on Wednesday 5<sup>th</sup> December 2018 with a subsequent practical coaching demonstration to be arranged thereafter should we feel it necessary.

***\*As this role involves 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.***

***\*WWSET is a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation. WWSET are also fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

### **WWSET Delivery Officer Job Description**

<b>Job Title</b>	WWSET Delivery Officer
<b>Reports to</b>	EDA Manager (currently Kirk Williams) Activity Programme Manager (currently Andrew Homent) Head of WWSET
<b>Location</b>	Primarily based at Adams Park Stadium in High Wycombe with delivery of programmes taking place at various other locations throughout the local area
<b>Hours</b>	37.5 hours per week
<b>Contract</b>	Fixed term for 1 year with a view to extend subject to performance
<b>Start Date</b>	Wednesday 2 <sup>nd</sup> January 2018
<b>Job Purpose</b>	To successfully deliver WWSET activities and increase participation levels.
<b>Remuneration</b>	Up to £16,200 p/a plus benefits and pension
<b>Annual Leave</b>	28 days p/a (including 8 bank holidays)

<b>Role Accountabilities &amp; Key Duties</b>	
<b>1</b>	Plan, organise and deliver high quality sessions across all existing and future programmes
<b>2</b>	Play a supporting/administrational role across all existing and future programmes
<b>3</b>	Identify, develop and maintain strategic relationships with key stakeholders/external organisations that will assist WWSET in achieving its related aims and objectives, as well as the organisations wider strategic aims
<b>4</b>	Increase the awareness and popularity of WWSET activities via effective publicity and promotion
<b>5</b>	Identify and develop opportunities to create operating growth of WWSET programmes and the organisation as a whole
<b>6</b>	To develop strong and long lasting links with schools and grass roots clubs achieved by ensuring that the level of WWSET service delivery is of the very highest standard.
<b>7</b>	Devise activities that ensure individuals and groups of participants are motivated, stretched and challenged at appropriate levels across all programmes
<b>8</b>	Devise activities that utilise Adams Park Stadium as an inspirational learning environment
<b>9</b>	Ensure compliance with all relevant WWSET policies at all times
<b>10</b>	Ensure compliance with all relevant legal, regulatory, ethical and social requirements at all times
<b>11</b>	Maintain a professional image and act as an ambassador for WWSET & WWFC at all times
<b>12</b>	Keep confidential any information gained regarding the Charity, Club and its personnel
<b>13</b>	Maintain a flexible approach to work at all times
<b>14</b>	Undertake other duties and responsibilities as required by the charity from time to time
<b>15</b>	Assist in increasing the range of activities being offered by WWSET
<b>16</b>	Ensure appropriate exit routes are offered to all participants being engaged
<b>17</b>	Attend training courses and continuing professional development sessions as and when required

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
1	FA Level 2 Football Coach	X	
2	FA Youth Module 1 (or working towards)	X	
3	FA Level 3/UEFA B Football Coach		X
4	FA Youth Modules 2 & 3 plus Youth Award		X
5	AfPE Level 3: Supporting PE & School Sport		X
<b>Skills, Knowledge &amp; Experience</b>			
1	Experience of planning and delivering football or multi-sports coaching sessions	X	
2	Experience working with young people	X	
3	Experience managing varied programmes simultaneously		X
5	Experience of marketing with the aim of increasing sports participation levels		X
6	Experience of using a range of strategies to engage various groups of learners		X
7	Excellent organisational skills	X	
8	Experience working in a school environment	X	
9	Excellent verbal, written and presentation skills	X	
10	Outstanding customer service skills	X	
11	Ability to work without constant supervision	X	
12	Knowledge and understanding of safeguarding issues	X	
<b>Attitude/Behaviours</b>			
1	Act as a role model	X	
2	A genuine team player	X	
3	Flexible and positive attitude	X	
4	A drive to raise the frequency and quality of sports participation	X	
5	A willingness to work evenings and weekends	X	
<b>Personal Qualities</b>			
1	Full appreciation and commitment to the WWSET vision, mission, aims & objectives	X	
2	Determination to encourage the highest quality of learning experience for all participants	X	
3	Able to forge strong working relationships both internally & externally	X	
4	Flexible and positive attitude towards duties and working hours	X	
5	Passionate about helping others to achieve personal gains	X	
6	Highly motivated and enthusiastic	X	
7	Committed to continuous self-development – receptive to feedback about own behaviour, strengths and areas for improvement	X	
8	Innovative	X	
9	Efficient	X	

Other			
1	Driving licence and access to a car with insurance for business use	X	