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**SPORTS &  
EDUCATION  
TRUST**

EDUCATING, MOTIVATING & INSPIRING THROUGH THE POWER OF SPORT

## Wycombe Wanderers Sports & Education Trust

### Delivery Officer – Sports Participation

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 **Delivery Officer – Sports Participation**.

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 High Wycombe and the surrounding 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**
  - In School Coaching
  - After School Clubs
  - Holiday Soccer Schools (dependant on schedule)
  - Saturday Morning Club
- **Elite Development Academy**
  - Working with both Elite & Development groups (U6's - U14's)
  - EDA Fixtures Programme (held during school holidays)
- **Match Day Activities**
  - Pre-Match Activities
  - Half Time Penalty Shoot Out
  - Ball Boys & Girls.

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 send a CV plus covering letter which details how you meet the person specification. This should be done via email to [kirk.williams@wwfc.com](mailto:kirk.williams@wwfc.com).

The closing date for applications is 5.00pm on Friday 21<sup>st</sup> June 2019.

First stage interviews will be held on Wednesday 10<sup>th</sup> July 2019. Please only apply if you can make yourself available for the interview date.

Second stage interviews which will involve delivery of a practical coaching session will be arranged with individuals following the first stage interview.

Only those selected for interview will be contacted.

*\* 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.*



Registered Charity Number: 1119794  
Company Registration Number: 5895540



**Wycombe Wanderers Sports & Education Trust**  
**Delivery Officer – Sports Participation Job Specification**

<b>Job Title</b>	Delivery Officer – Sports Participation
<b>Reports to</b>	Senior Manager - Sports Participation / Activity Programme Manager / EDA Manager
<b>Location</b>	Wycombe Wanderers Sports & Education Trust Adams Park Hillbottom Road High Wycombe HP12 4HJ
<b>Hours</b>	37.5 hours per week
<b>Contract</b>	Full Time
<b>Job Purpose</b>	Responsible for the successful planning & delivery of high quality coaching sessions within the WWSET Elite & Development Academy and WWSET Activity Programme.
<b>Remuneration</b>	£16,000 to £19,000 depending on skills/qualifications/experience

<b>Role Accountabilities &amp; Key Duties</b>	
1	Plan & deliver high quality WWSET Activity Programme sessions & WWSET's Elite & Development Academy (EDA) sessions.
2	Identify, develop and maintain strategic relationships with key stakeholders/external organisations that will assist WWSET in achieving the Sports Participation programmes related aims and objectives, as well as the organisations wider strategic aims
3	Increase the awareness and popularity of WWSET's Sports Participation programme via effective publicity and promotion
4	Identify and develop opportunities to create operating growth of WWSET's Sports Participation programme and the organisation as a whole
5	Devise activities that ensure individuals and groups of participants are motivated, stretched and challenged at appropriate levels across all WWSET's Sports Participation activities.
6	Devise activities that utilise Adams Park Stadium as an inspirational learning environment
7	Ensure compliance with all relevant WWSET policies at all times
8	Ensure compliance with all relevant legal, regulatory, ethical and social requirements at all times
9	Maintain a professional image and act as an ambassador for WWSET & WWFC at all times
10	Keep confidential any information gained regarding the Charity, Club and its personnel
11	Maintain a flexible approach to work at all times
12	Undertake other duties and responsibilities as required by WWSET when necessary
13	Ensure appropriate exit routes are offered to all participants being engaged on sports participation programme's
14	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	



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2	Member of the FA Licensed Coaches' Club.	X	
3	An accepted enhanced Criminal Records Check (to be undertaken by WWSET as part of the recruitment process).	X	
4	Valid FA Emergency Aid Certificate.	X	
5	Valid FA Safeguarding Children Certificate.	X	
6	AfPE Level 3 in Supporting the Delivery of PE & School Sport		X
<b>Skills, Knowledge &amp; Experience</b>			
1	Experience of planning and delivering football coaching sessions	X	
2	Experience managing varied programmes simultaneously		X
3	Experience of marketing with the aim of increasing sports participation levels		X
4	Experience of using a range of strategies to engage various groups of learners	X	
5	Excellent organisational skills	X	
6	Experience working in a school environment	X	
7	Excellent verbal, written and presentation skills	X	
8	Outstanding customer service skills	X	
9	Ability to work without constant supervision	X	
10	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 willingness to work evenings and weekends to accommodate business needs	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 and efficient	X	
<b>Other</b>			
1	Driving licence and access to a car with insurance for business use	X	