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Wycombe Wanderers Sports & Education Trust

Female Football Officer Job Advert

Due to a successful Premier League funding grant 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 **Female Football 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 for the good of the community as a whole.

The **Female Football Officer** will primarily be responsible for planning and delivering a range of football related activities which will engage with numerous different cohorts of female participants. In addition the post holder will also be tasked with assisting other areas of the organisation as part of their role.

The post holder will be responsible for a variety of challenging and important tasks on a day-to-day basis and therefore we are looking for an adaptable character with excellent communication skills, and who can perform in an effective and efficient manner.

WWSET recognise that employing talented and dedicated staff is critical if we are to continue increasing the range of activities we offer whilst at the same time further strengthening our reputation and maximising the positive impact we have within the local area.

In order to be considered for the role we ask that applicants send a CV and covering letter via email to paul.foley@wwfc.com.

Please ensure that your application takes into account the necessary skills and experiences that are required to complete the role successfully. These can all be seen in the job description below.

The closing date for applications is Friday 28th October 2016. Interviews will be held Thursday 3rd November 2016.

** Due to funding stipulations this role is required to be filled by a female so we ask that males refrain from applying.*

** 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.*

Wycombe Wanderers Sports & Education Trust

Female Football Officer Job Description

Job Title	WWSET Female Football Officer
Reports to	Head of Sports & Education Trust & Activity Programme Manager
Location	Wycombe Wanderers Sports & Education Trust Adams Park Hillbottom Road High Wycombe HP12 4HJ
Hours	25 hours per week
Contract	Fixed term for 1 year with a view to extend subject to performance
Job Purpose	To successfully deliver the Premier League Female Football programme and increase the levels of female football participation in the High Wycombe area
Remuneration	£20,000 pro rata plus benefits and pension

Role Accountabilities & Key Duties	
1	Plan, organise and deliver the Premier League Female Football programme according to the funding criteria
2	Plan, organise and deliver other football related community events and activities
3	Continually oversee relevant sections of the WWSET website to ensure content remains current
4	Continually manage and update the WWSET social media accounts in areas relevant to the Premier League Female Football programme
5	Assist in increasing the range of activities being offered by WWSET, particularly in the area of female participation
6	To raise the profile of the female game and inspire young people to get involved in football
7	To ensure appropriate exit routes are offered to the participants being engaged with
8	Monitor and evaluate the Premier League Female Football Programme according to the funding criteria
9	Identify and develop opportunities to create operating growth for WWSET
10	Identify and develop relationships that will benefit both WWSET and the local community
11	Attend training courses and continuing professional development sessions as and when required
12	Assist in ensuring WWSET complies with all relevant health and safety, legal, regulatory, ethical and social requirement policies
13	Act as an ambassador for WWSET and Wycombe Wanderers Football Club

Qualifications		Essential	Desirable
14	FA Level 2 Football Coach (or working towards)	X	

15	FA Youth Module 1 (or working towards)	X	
16	FA Level 3/UEFA B Football Coach		X
17	FA Youth Modules 2 & 3 plus Youth Award		X
Skills, Knowledge & Experience			
18	Experience of planning and delivering football or multi-sports coaching sessions	X	
19	Experience working in a female football related post		X
20	Experience managing varied programmes simultaneously		X
21	Understanding of social media	X	
22	Experience of marketing with the aim of increasing sports participation levels		X
23	Excellent organisational skills	X	
24	Experience working with or in a school environment	X	
25	Excellent verbal, written and presentation skills	X	
26	Outstanding customer service skills	X	
27	Ability to work without constant supervision	X	
28	A willingness to work evenings and weekends to accommodate business needs	X	
Attitude/Behaviours			
29	Act as a role model	X	
30	A genuine team player	X	
31	Flexible and positive attitude	X	
32	A drive to raise quality	X	
Personal Qualities			
33	Highly motivated and enthusiastic	X	
34	Willingness to learn	X	
35	Creative thinker	X	
Other			
36	Driving licence and access to a car	X	