



# WALSALL F.C. FOUNDATION

THE CLUB'S OFFICIAL CHARITY  
1087147

## CANDIDATE PACK

**Assistant Foundation Officer -  
Primary Schools Sports Coach**

Registered Charity no. 1087147



## Included in this pack:

1. Welcome from Walsall FC Foundation
2. Application Process
3. Vision, Mission & Values
4. Role Description



## WELCOME TO WALSALL FC FOUNDATION

Thank you for your interest in becoming an Assistant Community Officer – Primary Schools Sports Coach at Walsall FC Foundation (WFCF). Our Charity continues to grow from strength to strength and there is no better time to join the team and make a difference.

Using the power of Professional Football our aim is to improve the lives of the residents of Walsall and ensure that we have a positive impact on the lives of all people in the Walsall Borough.

Walsall is a thriving, diverse and industrious Town in the West Midlands and you have the exciting opportunity to become an integral part of the Foundation and represent Walsall FC and the values we stand for as a club and scheme.

I look forward to welcoming you to the team.

A handwritten signature in black ink, which appears to read 'Adam Davy'.

Adam Davy  
Foundation Director



## APPLICATION PROCESS

Thank you for your interest in becoming an Assistant Foundation Officer – Schools Sports Coach at Walsall FC Foundation (WFCF).

Please find below details of the application process and further information to assist you in its completion.

In order to apply, you should submit the following to the Foundation Education Manager; [joe.roberts@walsallfc.co.uk](mailto:joe.roberts@walsallfc.co.uk);

- Job application form
- A one page statement
- A current CV
- Two references to support your application

Open date: December 2025 Closing date: When position is filled

All applicants will be notified whether they are invited to interview or unfortunately unsuccessful on this occasion. Please put 'Assistant Foundation Officer' in the subject line of your email. Should you wish to have an informal conversation about the role, please contact; Joe Roberts – [joe.roberts@walsallfc.co.uk](mailto:joe.roberts@walsallfc.co.uk). We look forward to receiving your application.

**\*Please note, given the high standard of expected applicants for the role, the application process may close earlier than listed. WFCF is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be based on merit.**

## VISION, MISSION & VALUES

### Our Vision;

***“To use the vehicle of sport and physical activity to make a positive difference to the lives of people within the Walsall community”***

### Our mission is;

**Sport:** To deliver a wide range of innovative, quality programmes that engage people through football and sport and support all groups and individuals in Walsall

**Engagement:** To inspire and raise aspirations of local people to engage in sporting activities centered on football as the core sport. This will be all encompassing participation and, if needed, focus on specific projects, individuals or groups.

**Education:** To work together to make a positive impact on individuals and the wider communities to enable people to achieve their goals and progression in life working in partnership with key local partners and educational establishments.

**Health:** To enable introductions to healthy lifestyles, continued participation in healthy activities and supporting residents to create a more active and healthier way of life.

### Our Values;

To deliver professional, quality, safe, affordable and varied services to all users.

Respect and listen to the views of children, young people, adults and our partners.

Invest in and support staff to enable development and progression.

Provide excellent communication and customer care.

Provide opportunities that empower and engage all users.

To maintain a club tradition and standing as an excellent “Community” football club.

WFCF is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## JOB DESCRIPTION

**Job Title:** Assistant Foundation Officer – Schools Sports Coach

**Reporting to:** Foundation Manager - Education

**Number of roles available:** 1

**Key Relationships:** Foundation Director, Foundation Operations Manager, Foundation Managers. WFCF Staff, partners, schools and all other vital connections of WFCF

**Location:**Walsall FC, Pallet-Track Bescot Stadium, Bescot Crescent, Walsall WS1 4SA

**Start date:** 1<sup>st</sup> February 2026 or when position is filled, with inductions in week 1 of employment

**Hours of Work:** 35 hours per week including evening and weekend work. Whilst normal office hours generally apply, you will also be expected to be flexible in working additional hours when needed for occasional one off events, when time off in lieu hours may be accrued.

**Salary Band:** Starting from £22,256 per annum, reviewed each year, with the potential for extra hours payable on sessional rates

**Contract Term:** 12 months with an annual review and renewal linked to Schools SLA's and funding



## JOB DESCRIPTION

**Purpose:** To ensure delivery of the WFCF activities within the Borough of Walsall and support coaching and development of Modern Apprentice Foundation Officers and Volunteers.

**Job Context:** The post holder will continue to develop Schools sports delivery and related activities within Walsall undertaking the Strategic development objectives of WFCF. The post holder will ensure the continued improvement in standards of service delivery through participation via school links, out of school hour activities, coach education and mentoring, community club development and opportunities for potential progression pathways. They will be expected to develop Evening Community Football activities. They will also be expected to have a knowledge of funding networks and applications. They will support the work organised by all Foundation Officers where necessary.

### Responsibilities and specific duties:

- Manage your own individual responsibilities to ensure the financial stability of WFCF.
- To deliver, appropriately, all WFCF activities under the FL Trust 4 key themes (Health, Education, Sports Participation, Social Inclusion)
- Assist the work of your Line Manager/Foundation Officer
- To take a lead in the organisation, planning, promotion and delivery of coaching sessions.
- Mentor Trainee Community Officers and Volunteers.
- To assist in the development of sports provision in designated communities and/or with target groups.
- To undertake the safe delivery of sports activities to current governing body standards and codes of practice.
- To ensure health and safety guidelines are enforced.
- To work with local schools and support the establishment of PPA lessons, after school clubs, competitions and school holiday sessions.
- To create a structured link with local Junior Football Clubs.

## JOB DESCRIPTION

### Responsibilities and specific duties, continued:

- Assist Community Officers in dealing with customer suggestions and complaints in a prompt and courteous manner.
- To be prepared to work in the evening and weekend on a regular basis.
- Ensure participation registers are correctly completed.
- To prepare session plans, evaluations and information as required.
- Maintain all relevant equipment.
- Answer telephones; deal with general enquiries, office cover and taking messages as required.
- Advise Foundation Manager of updates for the WFCF Website and Social Media.
- Respond to email enquiries to personal and, when required, WFCF address.
- Promote the value of sport in the community.
- To work closely with all staff members in organising WFCF activities.
- To plan, deliver and grow an individual project as and when the opportunity becomes available.
- To gain knowledge and complete funding bids for WFCF activities.
- To undertake any other duties the job may require.



## JOB DESCRIPTION

### Summary Person Specification:

- A minimum of FA Level 2 Qualification
- A minimum AfPE Level 3 Qualification (or working towards)
- A recognised up-to-date First Aid Qualification.
- An up-to-date CRB clearance
- An up-to-date FA Child Protection certificate.
- Experience of working/engaging young people in a coaching environment.
- Ability to work development plans.
- A minimum of 2 years proven Sports Development experience.
- A proven experience of working/engaging with young people at a community level.
- The ability to motivate individuals.
- Good verbal and written communication.
- Ability to function in a team.
- Good organisational skills.
- An understanding of IT skills.
- Experience of public relations, promotion and marketing.
- A commitment to equality in sport and active recreation.
- A commitment to work unsocial hours.
- A current full driving licence is preferred but not essential.
- A quick contact point.

## **Right to Close Vacancy Posting Early**

Walsall FC Foundation reserves the right to close any advertised vacancies earlier than the advertised closing date if sufficient applications have been received.

## **Equality Statement**

Walsall FC Foundation celebrates the diversity of its Club and embrace equal opportunities for all and fully support The FAs Football Leadership Diversity Code.

We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

## **Safeguarding Statement**

Walsall FC Foundation is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [www.walsallfcfoundation.com/about/policies](http://www.walsallfcfoundation.com/about/policies)



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# THANK YOU

