



WALSALL F.C. FOUNDATION

THE CLUB'S OFFICIAL CHARITY
1087147

CANDIDATE PACK

Foundation Officer – Youth Coordinator

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 Foundation Officer - Youth Coordinator 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, appearing to read 'Adam Davy'.

Adam Davy
Foundation Director



APPLICATION PROCESS

Thank you for your interest in becoming an Foundation Officer - Youth Coordinator 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 Manager for Engagement; martin.manley@walsallfc.co.uk;

- 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 'Youth Coordinator' in the subject line of your email. Should you wish to have an informal conversation about the role, please contact; Martin Manley – martin.manley@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.**



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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.



JOB DESCRIPTION

Job Title: Foundation Officer - Youth Coordinator

Reporting to: Foundation Manager for Engagement

Number of roles available: 1

Key Relationships: Foundation Director, Senior Operations Manager, Foundation Manager for Engagement, Foundation Manager for Sport, WFCF Foundation Officer for Engagement, Premier League Charitable Fund, partners and all other vital connections of WFCF

Location: Walsall FC, Pallet-Track Bescot Stadium, Bescot Crescent, Walsall WS1 4SA and in Community Settings across Walsall

Start date: 1st February 2026 or when position is filled, with inductions in week 1 of employment

Hours of Work: 35 hours per week. A timetable and breakdown of working available on request.

Salary Band: £23,660.00 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 PLCF Funding and Lottery Funding.



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JOB DESCRIPTION

Purpose:

The Youth & Premier League Kicks Coordinator will play a key role in engaging and inspiring young people across Walsall. The post holder will coordinate delivery of the Foundation's Youth Outreach programme (ages 8–18, targeting high-need communities) alongside the Premier League Kicks programme (ages 8–18, football-based diversionary activities). This blended role will ensure joined-up delivery that promotes sport participation, mentoring, pro-social behaviours, wellbeing, and personal development for young people in underserved communities.

Job Context:

We are seeking a passionate, committed, and enthusiastic individual to coordinate our Youth provision across Walsall. The successful candidate will be a dynamic and motivated professional with a proven ability to engage young people through sport and mentoring. This is a varied role requiring strong interpersonal skills, the ability to build meaningful relationships, and the confidence to work both independently and as part of a wider team.

The successful candidate will also work closely with schools, local partners, and Foundation staff to deliver a positive and inclusive experience for all participants.

Responsibilities and specific duties:

Programme Coordination & Delivery

- Coordinate and deliver weekly sports-based youth sessions in high-need Walsall communities, combining Youth Outreach and Premier League Kicks provision.
- Incorporate mentoring and youth development into sessions, ensuring pathways for progression (e.g. leadership, volunteering, training).
- Deliver high-quality football and multi-sport sessions in line with PL Kicks standards, engaging those at risk of exclusion or anti-social behaviour.
- Adapt provision to meet specific needs, including female-only groups, SEND participants, and targeted mentoring.

Youth Voice & Participation

- Facilitate youth consultation and feedback to shape the design of activities.
- Lead the Youth-led Activity Pot, supporting young people to design and deliver their own projects and community events.
- Create pathways for young people to progress into volunteering, leadership roles, and potential employment.





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JOB DESCRIPTION

Responsibilities and specific duties, continued:

Partnership Development

- Maintain strong relationships with local delivery partners (The Inspire Group, Midlands Langar Seva Society, InPower Academy CIC, StreetGames) and statutory agencies (schools, police, local authority, WM Violence Reduction Unit).
- Ensure alignment between PL Kicks and Youth Outreach delivery, avoiding duplication and maximising impact across Walsall.
- Act as the key contact for parents, schools, community stakeholders, and referral partners.

Monitoring, Evaluation & Reporting

- Collect accurate participation, attendance, and outcomes data for both PL Kicks and Youth Outreach programmes using Salesforce for PL Kicks and Upshot for Youth Outreach.
- Ensure compliance with Premier League Charitable Fund requirements (views, outcomes, registers, case studies).
- Work with StreetGames to deliver the evaluation framework for the Youth Outreach project.
- Provide quarterly updates, reports, and success stories for funders and partners.

Safeguarding & Inclusion

- Act as a designated safeguarding lead for youth sessions, ensuring all activities comply with Walsall FC Foundation's safeguarding policies.
- Promote an inclusive and welcoming environment that champions diversity, equal opportunities, and positive youth development.





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JOB DESCRIPTION

Summary Person Specification:

Essential:

- Experience of working with young people (8–18) in sports, youth work, or community settings.
- Strong knowledge of safeguarding, child protection, and equal opportunities.
- UEFA C License (Previously known as FA Level 2 if qualified before 2022) or Youth Work Level 2.
- Excellent communication skills with young people, parents, and community stakeholders.
- Experience of planning and delivering structured sports/mentoring activities.
- Flexibility to work evenings and weekends in line with programme delivery.

Desirable:

- Experience coordinating Premier League Kicks or similar youth programmes.
- Knowledge of Walsall's local communities and the challenges facing young people.
- Experience managing youth-led initiatives or small grants pots. Monitoring and evaluation experience (data collection, reporting).
- First Aid and safeguarding training.
- Youth Work Level 1/2
- Youth Mental Health First Aid
- Trauma Informed Training



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



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THANK YOU

