WALSALL F.C.

FOUNDATION

THE CLUB'S OFFICIAL CHARITY
1087147

CANDIDATE PACK

Education & Enrichment Lead Officer
(Quality Assurance and Core Activities Lead)

Registered Charity no. 1087147

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Included in this pack:

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

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WELCOME TO WALSALL FC FOUNDATION

Thank you for your interest in becoming an Education & Enrichment Lead Officer (Quality Assurance and Core Activities Lead) 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.



Adam Davy
Foundation Director

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APPLICATION PROCESS

Thank you for your interest in becoming a Education & Enrichment Lead Officer (Quality Assurance and Core Activities Lead)

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 Education & Enrichment Manager; Joe.roberts@walsallfcfoundation.co.uk;

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

Open date: July 2026 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 '**Education & Enrichment Lead 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@walsallfcfoundation.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.

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

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JOB DESCRIPTION

Job Title: Education & Enrichment Lead Officer

Reporting to: Education & Enrichment Manager

Number of roles available: 1

Key Relationships: Foundation Director, Foundation Senior Manager, Foundation Managers, WFCF Staff, and all other vital connections of WFCF

Location: Walsall FC and the Walsall Borough

Start date: September 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 £25,000.00 per annum, reviewed each year, with the potential for extra hours payable on sessional rates

Contract Term: 2 Year fixed term contract with an annual review and renewal linked to Walsall FC Foundation funding

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JOB DESCRIPTION

Purpose: To ensure the delivery and governance of Walsall FC Foundations Core activities which include Soccer Schools and Saturday Community Football, as well as the Quality assurance of delivery across all Education & Enrichment Activities.

Job Context: The post holder will continue to develop related activities within Walsall undertaking the Strategic development objectives of WFCF. The post holder will be responsible for managing and delivery of Walsall FC Foundations Core Activities and Quality Assurance.

Responsibilities and specific duties:

- Manage and support all staff (including your own individual responsibilities) to ensure the financial stability of WFCF.
- Develop and deliver programmes to support the growth and quality of the Activities within the Education and Enrichment Department
- Quality Assurance Lead for Walsall FC Foundation.
- To take a lead on the organisation, planning and delivery of the Foundations Core Activities.
- To take a lead on the management, running and quality assurance of all areas within the Education & Enrichment Department.
- Work closely with Walsall FCF Manager for Education and Enrichment to support the collective developments plans.
- To work with the Media & Communications Officer to promote and showcase delivery.
- Support Foundation Assistant Officers, Foundation Apprentices and Casual Coaches working within your department.
- To carry out and manage administrative tasks as necessary e.g. staff records, registers, quality assurance, reporting and that all staff diaries are accurate and kept up-to-date.
- To respond, and manage effectively, to general enquiries related to the Core Activities.
- Attend related networks, meetings and events, supporting partnership and sharing good practice.
- Ensure that delivery is inclusive, diverse and reflective of local communities
- To ensure delivery within Core Activities adheres to the Foundations Safeguarding Policies and Procedures.
- To ensure health and safety guidelines are enforced for a WFCF employees working within the Female Football delivery.
- Assist Foundation Managers in dealing with customer suggestions and complaints in a prompt and courteous manner.
- To create, support and uphold a positive Culture across the Foundation, inline with Charity Strategy.
- To oversee and ensure all paperwork, including participation register/reports/M&E, are correctly completed.
- Maintain all relevant Equipment ad working areas with the Stadium

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JOB DESCRIPTION

Responsibilities and specific duties, continued:

- To be prepared to work in the evening and weekend on a regular basis
- Establish and maintain relationships with key stakeholders.
- Ensure that staff maintain and prepare session plans, evaluations reports and information as required.
- Ensure that all staff maintains and takes care of all relevant equipment.
- Answer telephones; deal with general enquiries, office cover and taking messages as required.
- 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 gain knowledge and complete funding bids for WFCF activities as appropriate to the role.
- To complete all appropriate paperwork, business plan, reporting and M&E documents, as required.
- **To undertake any other duties the job may require.**

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JOB DESCRIPTION

Summary Person Specification:

- A minimum of UEFA C Coaching Qualification or NGB L2 (Essential)
- Driver's license and access to vehicle (Desirable)
- Educated to degree level or equivalent (Desirable)
- A recognised up-to-date First Aid Qualification
- An up-to-date CRB clearance
- An up-to-date FA Child Protection certificate
- Knowledge and understanding of Quality Assurance Frameworks
- Experience of leading and reporting on Programmes
- Ability to work and implement development plans, as well as appraisal systems.
- A minimum of 2 years proven project lead experience.
- Experience of working in a football club or football community club organisation (Desirable)
- Project management skills and experience – to plan, set and achieve objectives to deadlines
- Good verbal and written communication. Ability to function in a team.
- Experience of public relations, promotion and marketing.
- Good organisational skills.
- An understanding of IT skills.
- A commitment to equality in sport and active recreation.
- A commitment to work unsocial hours.
- A quick contact point.

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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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