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| Role Title: | Schools Officer | Job category: | Community |
| Department/Group: | AFC Wolves | Job code/Req no.: |  |
| Location: | Remote – Wolverhampton – Black Country | Travel required: | Some travel may be required |
| Level/Salary range: | Entry Leel | Position type: | Volunteer/Work Experience |
| Contact: | Chairman | Date posted: | 3rd July 2023 |
| Will train applicant(s): | Will train applicant(s) | Posting expires on: | 31st July 2023 |

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| External posting URL: | External posting URL |
| Internal posting URL: | Internal posting URL |

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| Applications Accepted By: |

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| Email: contact@afcwolves.com |  |

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| Job description |
| Role and responsibilitiesJob Profile: Schools Officer for AFC Wolves Grassroots Football ClubPosition Summary:As a Schools Officer for AFC Wolves Grassroots Football Club, you will play a vital role in building relationships with local schools and promoting the club's activities within the educational community. This position is ideal for a volunteer or student seeking valuable work experience and the opportunity to contribute to grassroots football development. You will collaborate with schools, teachers, and students to enhance participation, engagement, and awareness of the club's initiatives among young football enthusiasts.Key Responsibilities:1. School Relationship Building: Establish and maintain strong relationships with local schools, teachers, and relevant stakeholders. Act as the primary point of contact between AFC Wolves and the schools, nurturing partnerships and fostering collaboration.2. School Outreach:. Promote AFC Wolves and its grassroots football programs within local schools. Deliver presentations, assemblies, and workshops to educate students about the club's activities, benefits of football, and opportunities for involvement3. School Engagement: Organize and coordinate football-related events and activities within schools, such as coaching sessions, mini-tournaments, skills clinics, or school football teams. Encourage student participation, sportsmanship, and teamwork.4. Volunteer Recruitment: Assist in recruiting and training volunteers from schools to support AFC Wolves' initiatives, such as coaching, event coordination, or administrative tasks. Provide guidance and mentorship to student volunteers.5. Communication and Collaboration: Liaise with school administrators, teachers, and parents to ensure effective communication and coordination of activities. Collaborate with school staff to align AFC Wolves' programs with the school curriculum or extracurricular activities.6. Marketing and Promotion: Support the marketing and communications team in promoting AFC Wolves within schools. Assist in distributing promotional materials, coordinating club visits, and raising awareness of the club's achievements and opportunities.7. Data Collection and Reporting: Gather relevant data and feedback from schools to evaluate the impact of AFC Wolves' activities and initiatives. Prepare reports highlighting the club's involvement, participation levels, and success stories within the school community.Qualifications and Skills:1. Education Background: Currently enrolled as a student or recent graduate in a relevant field such as sports management, physical education, education, or a related discipline. An interest in grassroots football development and working with children and young people is essential.2. Communication Skills: Excellent verbal and written communication skills to effectively engage with school staff, students, and parents. Ability to tailor messages to different audiences and deliver engaging presentations or workshops.3. Relationship Building: Strong interpersonal skills to build positive relationships with school personnel, students, and parents. Ability to inspire and motivate young people to participate in football activities and engage with the club.4. Organizational Skills: Good organizational skills to plan and coordinate activities within schools, including scheduling events, managing resources, and handling administrative tasks. Attention to detail and ability to multitask effectively.5. Passion for Football: Genuine enthusiasm for football and grassroots sports. Knowledge of the sport's rules, terminology, and an understanding of its positive impact on physical and social development.6. Teamwork: Ability to work collaboratively with colleagues, volunteers, and school staff to achieve shared objectives. Openness to learning and a willingness to contribute to the overall success of AFC Wolves' programs. Note: **This job profile is designed for volunteers or students seeking work experience, and the qualifications and skills listed reflect the relevant requirements for such positions. AFC Wolves Grassroots Football Club may adapt the role profile based on their specific needs and expectations.** |

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| Reviewed by: | Luke Thompson | Date: | 3rd July 2023 |
| Approved by: |  | Date: |  |
| Last updated by: | Luke Thompson | Date/Time: | 3rd July 2023 |