



FOUNDATION

# **SENIOR OFFICER: EDUCATION & PARTICIPATION INFORMATION PACK**

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## ABOUT US

**AFC Wimbledon Foundation was formed in 2013 after a recognition that the ground-breaking creation, establishment and success of AFC Wimbledon was built on the energy and effort of its supporters.**

Our core projects focus on alleviating isolation, increasing employment opportunities, improving mental & physical health, strengthening aspirations, and creating a greater sense of community cohesion. The majority of our outreach work uses the power of sport and exercise to achieve these goals, however we also team up with local partners to provide education, employability, and health focused outreach work in the boroughs of Merton, Wandsworth and Kingston.

AFC Wimbledon Foundation now engages over 3,500 local people from the ages of 4 - 96 in sport, social, educational and exercise activities each week.

We completed some fantastic project work in our early years of existence and now work at the heart of our new stadium at Plough Lane, continuing to



## OUR VISION

**OUR CLUB,  
OUR COMMUNITY**



## OUR MISSION

**To bring our club and community together for a healthier, stronger and more equitable future.**



## GOLDEN THREAD

**Improve the lives of everyone in our community, with greater emphasis on those facing the highest need, disadvantage and worst health outcomes.**

## OUR AMBITION

**LONDON'S LEADING  
COMMUNITY CLUB**



# OUR VALUES

**TOGETHERNESS**

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**RESILIENCE**

—

**CONSTANT  
IMPROVEMENT**



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**We reduce financial barriers to play,  
watch, coach and officiate football**

**We embrace and cultivate an inclusive  
and diverse fan base, campaigning  
against discrimination.**



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We champion underrepresented  
groups in



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football



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**WE TAKE ACTION AGAINST INEQUALITY**





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**We promote health equity, improving  
physical, emotional and social  
wellbeing.**

**We foster social cohesion.**



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We create safe spaces.



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## OUR COMMUNITY



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**We create pathways into education  
and employment.**

**We develop life skills and support  
lifelong learning.**



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We instill positive attitudes towards  
learning.



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**LEARN AND ACHIEVE**



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## OUR TRUSTEES

**Jennifer Scott**

Chair of Trustees

**Karen Peck**

Safeguarding, Education, Finance

**Alex Mitchell**

PR, Comms, Finance

**Michele Little**

Club, Finance, Governance

**Claire Barclay**

Public Health

**Dr Mohan Sekeram**

Health

**Daniel Gardiner**

Legal

**Peter Aves**

Treasurer

**Jane Lonsdale**

Fundraising, Governance, ED&I

**Hannah Kitcher**

Dons Trust representative



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July 2025

**Department:** Sport & Education Department

**Salary:** £31,500

**Location:** Cherry Red Records Stadium, Plough Lane, London, SW17 0NR

**Accountable to:** Head of Sport & Education

**Contract Type:** Permanent, full-time (37.5 hours per week) working any five of seven days, evenings and weekends and anti-social hours as required.

#### **ROLE PURPOSE**

To lead the Education and Participation team in delivering high-quality, inclusive sports and education programmes that inspire, engage and positively impact young people.

This includes overseeing paid participation initiatives such as Football for All, Holiday Camps and school-based provision, while ensuring inclusive access to tournaments and festivals for local primary schools.

The role is also responsible for achieving KPIs for the Premier League Primary Stars programme, encouraging strong community engagement and promoting equal access for all.

Additionally, the post holder will support crossdepartmental coaching and contribute to continuous improvement in programme delivery.



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## DESCRIPTION OF THE ROLE

Ensure all lesson plans, risk assessments and registers are completed and accessible upon request by line management or funding partners.

Collaborate with the Communications Team to create effective marketing and promotional materials to



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## DUTIES & RESPONSIBILITIES

- Lead and oversee the delivery of all Education and opportunities for children and young people in Wandsworth environment.

- Expand and develop Football for All, Holiday Camps, and Player Development Centres (PDCs), in collaboration with the Player Pathway Team. generating the agreed levels of charitable surplus.

Work closely with the Head of Sport &

- Education to develop and oversee the delivery of Stadium agreed KPIs.

To provide support, advice and guidance to Community community sport and education initiatives as per the

- one to ones and performance reviews.

- Design and implement a year-round CPD calendar and conduct regular quality assurance visits.

Participation programmes, enhancing access and and Merton to play football in a fun and safe

Ensuring all sessions are financially viable and

Schools and PL Primary Stars projects, achieving all

Sports Coaches. Equipping them to deliver the funder's requirements, including responsibility for all

support recruitment engagement

Identify ser gaps and developme opportunity partnership the Head o Sports & Education a engage wit potential partners an funders.

Manage an maintain al monitoring and evaluation





(M&E) and data capture requirements as stipulated by funders. Supporting with 6 monthly reports.

To create a safe environment and act to protect all young people and vulnerable adults that either in your care or attending A



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Wimbledon  
premises a  
report any  
concerns to  
the  
appropriate  
Safeguarding  
Lead. This  
includes  
producing  
risk  
assessment  
for all  
sessions and  
adhering to  
AFC  
Wimbledon



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safeguarding  
policies.



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## DESCRIPTION OF THE ROLE



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## PERSON SPECIFICATION

### Qualifications

- Relevant higher education qualification or a minimum of 2 years' experience in sports coaching.  
Minimum UEFA C Licence or UKCC Level 2 coaching qualification.  
Level 3 1st4sport PESS or L3/L4 LTA and HLTA qualification.
- Emergency Aid and Safeguarding Children Certificates.  
Ability to travel to activity and meetings across London and surrounding areas / Full Driving Licence.

### Desirable

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### Skills & Beliefs

- Ability to lead, motivate and influence
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- participation of staff, and partners towards goals and community outcomes



- Proven experience in developing inclusive sports programmes for underrepresented groups. Experience of line managing full-time and casual staff.
- Familiarity with monitoring, evaluation, and quality assurance frameworks. Strong knowledge of local and national sports networks and providers.
- Experience working in educational and community-based environments.
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Strong sta  
engagem  
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Collabora  
mindset v  
the ability  
work acro  
departme  
and  
organisat  
Proficient  
data anal  
report wr  
Excellent  
communi  
organisat  
interpers  
skills.





Confident  
proactive  
approach  
personali



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# HOW TO APPLY

## GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the AFC Wimbledon Foundation policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and adults at risk that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.



## How to apply

To apply, please complete the application form and send it to the Recruitment Manager.

Please use the email address below for this application.

## Recruitment

Application form

## Interview

Monday 19

**The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.**





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**WEBSITE** [AFCWIMBLEDONFOUNDATION.COM](#)

**EMAIL** [RECRUITMENT@AFCWIMBLEDONFOUNDATION.ORG.UK](mailto:RECRUITMENT@AFCWIMBLEDONFOUNDATION.ORG.UK)

REGISTERED CHARITY NUMBER 1154198.