



30<sup>th</sup> January 2019

Dear Applicant

**Re: Coaching and Player Development Officer Vacancy at Cambridgeshire FA**

Cambridgeshire FA have a vacancy for a Coaching and Player Development Officer to focus on the delivery of the coach education programme, support player development and increase youth participation.

- **Coaching and Player Development Officer. The role is full-time (37.5 hours per week)**

Thank you for your interest in the above role. A role profile is enclosed within this document.

**Please note: this is not a coaching role.** Please ensure that you demonstrate how you meet the requirements outlined in the role profile.

If you feel that you meet the requirements outlined, and have the necessary skills and attributes to make a positive contribution to football in Cambridgeshire, we look forward to seeing your application.

To apply: please send an email, with your CV and a covering letter attached, outlining your suitability for the role and how you meet the requirements. Please include details of your current salary, any notice period with your current employer and the details of two referees (who will only be contacted if you are offered the position).

Please mark your email 'Private and Confidential' and send to Joanne Bull, Cambridgeshire FA Chief Executive Officer, at [joanne.bull@cambridgeshirefa.com](mailto:joanne.bull@cambridgeshirefa.com)

Applications should be received by 12 noon Friday 22<sup>nd</sup> February 2019.

Interviews will be held on Thursday 14<sup>th</sup> March 2019. We will contact you to arrange interview details if you are shortlisted.

Thank you again for your interest in the role and we look forward to receiving your application.

Yours sincerely

Joanne Bull,  
Cambridgeshire FA Chief Executive Officer



## Role Profile

Job Title:	Coaching & Player Development Officer	Reports To:	Football Development Manager	Grade:	N/a
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### Role Purpose:

To support the delivery of the CFA FA National Game Strategy targets relating to coaching, player development and youth football in partnership with key stakeholders.

Direct Reports: None

### Key Accountabilities:

- Plan and deliver a comprehensive coach education programme utilising local insight to achieve the CFA targets as outlined in the business plan
- Manage the coach education programme budget
- Work with BAME and female groups to increase the number of BAME and female coaches in Cambridgeshire
- Maintain funding partnership with the allocated provider
- Work with FA staff and other key deliverers to offer a comprehensive programme for coaches, providing support for coaches to progress through a clear pathway
- Coordinate and support the FA Coach Mentor programme to support player development, participation and coaching KPIs
- Support wider grassroots programmes including school and club delivery to contribute to delivering CFA targets
- Plan and deliver a futsal offer to drive participation in Cambridgeshire
- **Establish a link between local senior professional clubs' EPPP and/or academy programmes and support the welfare element of their plans to provide an exit route from professional clubs back into grassroots football**
- Work with local grassroots clubs to help them create a positive club ethos and provide a defined player pathway from mini soccer through to adult football
- Oversee the Next Generation Football Festival programme
- **Oversee the Cambridgeshire FA Girls' Advanced Coaching Centre programme in compliance with FA Licensing and cover the Centre Manager role when required**
- Create a link between **professional clubs' girls' development centres** and the Cambridgeshire FA Girls' Advanced Coaching Centre
- Provide support to clubs and leagues ensuring effective delivery of football to clubs and participants
- Identify, manage and develop relationships with key partners to meet the objectives and targets of the County FA
- Contribute to raising the profile and the perception of the CFA in leading and developing grassroots football, with a focus on coaching, player development and youth football
- Execute additional tasks as required in order to **meet CFA's changing priorities**
- Ensure compliance with **CFA's health and safety policies**
- **Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within football**
- An understanding and awareness of generic equality law and of good practice within sports equality

## Living the CFA Group Values through Our Behaviours

### Behaviours:

- Problem Solving
- Teamwork
- Communicating
- Delivery
- Customer Excellence
- Developing Self and Others
- Leadership



Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> <li>• Practical experience of sports / football development</li> <li>• Project management skills and experience – to plan, set and achieve objectives within strict deadlines</li> <li>• Budget management skills/experience</li> <li>• Experience of delivering operational plans</li> <li>• Ability to establish and maintain relationships with partner organisations</li> <li>• Ability to monitor and evaluate</li> <li>• Able to multi-task and with results on time and within budget</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice</li> <li>• Knowledge of the structure and organisations within football both nationally and within CFA locality</li> <li>• Experience of report writing, ability to use emails and Microsoft Office including Word and Excel</li> <li>• Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of partner organisations within CFA locality</li> <li>• Sports development/other relevant qualification</li> <li>• FA Level 2 in Coaching Football</li> <li>• <b>Demonstration of equality in action</b></li> </ul>
Enhanced CRC Check Required:	Yes
Clean Full Driving Licence:	Yes

Created by:	<i>Joanne Bull</i>
Date Role Profile Created:	30/01/2019
Signed by Role Holder:	Jo Bull