



28th August 2019

Dear Applicant,

Re: Football Development Officer – Coach Education & Female Pathway

Cambridgeshire FA have a vacancy for a **Football Development Officer – Coach Education & Female Pathway** to focus on the delivery of the coach education programme, support female player development and increase female participation.

- **Football Development Officer – Coach Education & Female Pathway:**
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 Katie Critchley, Cambridgeshire FA Football Development Manager, at katie.critchley@cambridgeshirefa.com

Applications should be received by 12 noon, Monday 23rd September 2019.

Interviews will be held on Tuesday 8th October 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

A handwritten signature in black ink, appearing to read 'Katie Critchley'.

Katie Critchley
Cambridgeshire FA Football Development Manager



Role Profile

Job Title:	Football Development Officer – Coach Education & Female Pathway	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 and female 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, including managing the funding partnership and coach education budget
- Work with FA staff and other key deliverers to offer a comprehensive CPD programme, 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 female programmes including school, club and recreational delivery to contribute to delivering CFA targets
- Plan and deliver a female futsal offer to drive participation in Cambridgeshire
- Work with local grassroots clubs to help them create new teams, a positive club ethos and provide a defined female player pathway from mini soccer through to adult football
- **Oversee the Cambridgeshire FA Girls' Advanced Coaching Centre programme in compliance with FA Licensing and** cover the Centre Manager role when required
- Provide support to clubs and leagues ensuring effective delivery of female football to clubs and participants
- 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

Values:

Passion, Service, Excellence, Collaboration, Professional, Friendly



Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> • Practical experience of sports / football development • Project management skills and experience – to plan, set and achieve objectives within strict deadlines • Budget management skills/experience • Experience of delivering operational plans • Ability to establish and maintain relationships with partner organisations • Knowledge of relevant funding agencies • An understanding of the barriers to participation faced by females, people with disabilities and people from minority groups • Ability to monitor and evaluate • Able to multi-task and with results on time and within budget • Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice • Knowledge of the structure and organisations within football both nationally and within CFA locality • Experience of report writing, ability to use emails and Microsoft Office including Word and Excel • Driving licence 	<ul style="list-style-type: none"> • Knowledge of partner organisations within CFA locality • Sports development/other relevant qualification • Budget management experience • FA Level 2 in Coaching Football • Demonstration of equality in action
<p>Further Information The CFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.</p>	
Enhanced CRC Check Required:	Yes
Clean Full Driving Licence:	Yes
Created by:	<i>Katie Critchley, Football Development Manager</i>
Date Role Profile Created:	28/08/2019
Signed by Role Holder:	K.Critchley