



Cumberland FA

Your Game Your County FA



Centre Director (1 Role Available) – Person Specification

Title:	Centre Director
Salary:	£10 per hour (Approx. 6 hrs per week over 30 weeks)
Location:	Friday's 6pm to 8pm - Harraby 3G, Carlisle (Between Oct 18 & May 19) plus Match Days
Responsible to:	Cumberland FA Lead Officer
Purpose of Post:	To be responsible for the delivery of the ACC programme in Cumberland.
Start Date:	Friday 12th October 2018

Responsible for:

- Attending Player Trials, Training Nights and Match Days/Development Events
- All administrative duties to ensure the smooth running of the Advanced Coaching Centre.
- Managing all player registrations and managing exit route meetings for players leaving the programme.
- Overseeing the renewal of staff qualifications when they are due to expire.
- Weekly training organisation and adhoc games across the season with other ACC's/RTC's or FA Charter Standard Mixed teams (minimum of 6 games per age group).
- Completion of match day administration.
- Player and staff database submission to The FA via Whole Game System (WGS).
- Ensuring the ACC adheres to the FA Policies, Procedures and Regulations for safeguarding children.
- Monitoring and evaluating the performance of the ACC.
- Coordinating regular player reviews.
- Managing the ACC budget and supporting the submission of an annual business plan renewal.

Key skills and experience required: Essential

- Minimum FA Level 2 Coaching qualification (Hold Valid FA Coach License).
- FA Youth Award Modules 1 & 2
- Competent IT skills familiar with Excel spread sheets and Word.
- Be able to demonstrate effective communication skills
- Ability to organise, prioritise and meet deadlines.
- Valid FA Emergency First Aid Certificate.
- Knowledge and understanding of Safeguarding Children, including holding a current FA Safeguarding Children Workshop certificate.
- A valid, accepted FA Disclosure and Barring Service (DBS) Disclosure (previously known as an FA CRC Disclosure).
- Experience of football administration and coordination of events/staff.
- Has knowledge and understanding of child development and be sensitive to children's needs.
- Willingness to attend each trial/Training and Match Days.
- Own transport essential.

Desirable

- An understanding of Talent Identification
- An appreciation of Long Term Player Development
- Knowledge and understanding of working with young players
- Ability to work in a team environment
- Understanding of the FA Girls Talent Pathway
- Knowledge of local league and club structures

If you are interested in this position please complete an application form and return marked 'private and confidential' to Craig Lewis at: Info@CumberlandFA.com

Closing Date for Applications to be received is 12pm Friday 28th September – Interviews to take place on the evenings of Monday 8th and Tuesday 9th October at The CFA HQ in Cockermouth

All recruited staff will be regarded as self-employed and therefore responsible for payment of Income Tax, National Insurance or any other liability, deduction, contribution deemed necessary arising from this appointment.





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Lead Coach (1 Role Available) - Person Specification

Title:	Lead Coach
Salary:	£12 per hour (Trial/Training Nights and Match Days)
Time/Location:	Friday's 6pm to 8pm - Harraby 3G, Carlisle (Between Oct 18 & May 19)
Responsible to:	Centre Director
Purpose of Post:	To be responsible for a specific age group.
Start Date:	Friday 12th October 2018

Responsible for:

- The welfare of players within their designated age group
- Providing high quality age appropriate coaching
- Implementing a training and games programme in line with LTPD guidelines
- Leading feedback to players and parents in age group relating to progress and performance
- Attending Player Trials, Training Nights and Match Days/Development Events

Key skills and experience required: Essential

- FA Level 2 Certificate in Coaching Football (Hold valid FA Coach License)
- FA Youth Award – Module 1 and 2
- Valid FA Emergency Aid Qualification
- Valid FA Safeguarding Children Workshop certificate
- Valid, accepted, FA Disclosure and Barring Service (DBS) Disclosure (previously known as FA CRC Disclosure)
- Experience in coaching young players
- Experience in planning and delivering sessions to meet the needs of players
- Have knowledge and understanding of child development
- Willingness to attend Training/CPD events when required
- Valid Driving License - Own transport essential
- Ability to manage own time in line with ACC requirements
- Be able to demonstrate effective communication skills

Desirable

- UEFA B / FA Level 3 Certificate in Coaching Football
- An understanding of Talent Identification
- An appreciation of Long Term Player Development
- Knowledge and understanding of working with young players
- Ability to work in a team environment
- Understanding of the FA Girls Talent Pathway
- Knowledge of local league and club structures

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Goalkeeping Coach (1 Role Available) – Person Specification

Title:	GK Coach
Salary:	£12 per hour
Time/Location:	Friday's 6pm to 8pm - Harraby 3G, Carlisle (Between Oct 18 & May 19)
Responsible to:	Centre Director
Purpose of Post:	To deliver practical goalkeeping sessions in line with the ACC programme
Start Date:	Friday 12th October 2018

Responsible for:

- The welfare of players within their designated age group
- Providing high quality age appropriate coaching
- Implementing a training and games programme in line with LTPD guidelines
- Leading feedback to players and parents in age group relating to progress and performance
- Attending Player Trials, Training Nights and Match Days (where applicable)

Key skills and experience required: Essential

- FA Level 1 GK Certificate in Coaching Football (Hold valid FA Coach License)
- FA Youth Award – Module 1 and 2 (or Equivalent Level 2 Blocks 1 & 2)
- Hold a valid FA Emergency Aid Qualification
- Hold a valid FA Safeguarding Children Workshop certificate
- Valid, accepted, FA Disclosure and Barring Service (DBS) Disclosure (previously known as FA CRC Disclosure)
- Experience in coaching young players
- Experience in planning and delivering sessions to meet the needs of players
- Have knowledge and understanding of child development
- Willingness to work weekends and attend training events when required
- Valid Driving License - Own transport essential
- Ability to manage own time in line with ACC requirements
- Be able to demonstrate effective communication skills

Desirable

- UEFA B / FA Level 3 Certificate in Coaching Football
- An understanding of Talent Identification
- An appreciation of Long Term Player Development
- Knowledge and understanding of working with young players
- Ability to work in a team environment
- Understanding of the FA girls' & women's player pathway
- An understanding of current Player Development Centre structures
- Knowledge of local league and club structures

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