



Derbyshire County FA

Coach Education Coordinator

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| Job Title: | Coach Education Coordinator | | |
| Reports To: | Football Development Manager | Direct Reports: | Volunteers and coaches who support the delivery of the football development programmes across the County FA |

1. Job Purpose

- Deliver the Football Education Programme for the County.
- To plan and administer the Football Education Programme and any other courses / schemes, as identified in the DCFA Operational Plan.
- To support the delivery of The FA National Game Strategy including coach inclusion targets in Derbyshire, in partnership with key partners.
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football.

2. Principal Accountabilities/Responsibilities

Education Programme:


- Plan and administer the Football Education Programme and any other courses / schemes, as identified in the DCFA Operational Plan
- Deal with enquiries in person, via telephone and email
- Administer the Football Education Programme in line with new coaching courses and demand in the County
- Liaise with appropriate venues to book and negotiate prices for the Football Education Programme.
- Liaise with the Mar/Coms Officer to promote and publicise the Football Education Programme through all sources
- Be the main contact for 1st4Sport liaison and coordinate IQA visits on behalf of DCFA programme.
- Be the point of contact for any Partner Funding opportunities (e.g. Derby College, Nike, FA Charter Standard Coaching Bursaries)
- Utilise FA software for all courses.
- Utilise current systems to track qualifications of coaches in order to aid retention and promote further courses.
- With The FA's County Coach Developer and Line Manager, plan and administer The FA LCC Events in Derbyshire and promote the membership
- Co-ordinate and support Tutor meetings with The FA's County Coach Developer
- Provide Learner support for the On-Line Module elements of the FA Level 1 Course (in conjunction with FA Education)
- Manage the costings and finances of the programmes in conjunction with the Chief Executive Officer

Safeguarding:

- To work in accordance to The FA Safeguarding Operating Standard and abide by the Safeguarding Code of Conduct

County Support:

- To support CFA engagement via improved data gathering, research & insight and targeted communications
- Executes additional tasks as required in order to meet CFA's changing priorities
- Ensure compliance with CFA's health and safety policies
- Support key marketing initiatives through the delivery of bespoke events and networks
- To support and deliver RESPECT messages in support of raising standards across the game

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| <ul style="list-style-type: none"> To carry out any other duties prescribed by the Chief Executive Officer when necessary. | |
| 3. Knowledge/Experience/Technical Skills/Behaviours | |
| a) Knowledge/Experience/Technical Skills | |
| <p style="text-align: center;">Essential: -</p> <ul style="list-style-type: none"> Experience in an administration role Significant experience of using Microsoft Office including Word, Excel and Outlook Ability to work as part of a team and also to demonstrate the use of individual initiative Excellent customer service skills A working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice A team player, able to work with and support a variety of internal business functions. A working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice A Full UK Driving Licence | <p style="text-align: center;">Desirable: -</p> <ul style="list-style-type: none"> Knowledge of The FA's National Game Strategy Secretarial / administration qualification. Experience of using Microsoft PowerPoint Understanding FA Education and coaching pathways Understanding Referee Education & pathways Knowledge of league and club structures. Knowledge of the FA Whole Game and Full-Time System. Knowledge of CRM systems (Microsoft Dynamics). Ability to identify and progress new opportunities. Ability to work with minimum supervision and set priorities. |
| b) Behaviours – as defined in the County Football Association Competency Model | |
| <ul style="list-style-type: none"> Problem Solving Teamwork Communicating Delivery Customer Excellence Developing Self and Others | |
| Completed by Name/Role | R Stevenson / CEO |
| Signature |  |
| Date | 13 May 2019 |