

# WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED

## ASSISTANT FOOTBALL DEVELOPMENT OFFICER / COMMUNITY FOOTBALL COACH

### Role Profile / Job Description



<b>Job Title:</b>	Assistant Football Development Officer / Community Coach	<b>Reports To:</b>	Chief Executive Supported by Football Development Officer	<b>Jobs Reporting into the Job Holder:</b>	None	<b>Salary:</b>	© £17.500
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#### **Job Purpose:**

To assist the Football Development Officer in the Football Development activity and to support the delivery of the FA National Game Strategy in the County FA and to plan, deliver and monitor a co-ordinated programme of high quality football coaching sessions in schools and the wider community, that reflect the needs of young people in the area.

#### **Principal Accountabilities/Responsibilities**

##### **Growth and Retention**

- Develop programmes to sustain and increase participation in 11v11, 9v9, Mini Soccer and Futsal, including players with disabilities and players from minority ethnic communities.
- Provide opportunities in schools, clubs, skills centres, holiday courses and support in service events.
- Provide a high-quality introduction to football within schools, to support coaching both in curriculum and out of school hours, support volunteering and young leadership programmes through the county FA's Youth Engagement Strategy.
- Support and build links between schools, colleges and universities to run high quality flexible (intra and inter) competitions and build links with FA Charter Standard Clubs (especially through the club links programme).
- Support the retention of players aged 14-19 by providing more flexible formats of football. Running County FA Leagues and Just Play Centres.
- Provide a club's services programme offering a range of training and coaching support services.
- Support and deliver new SSE Wildcats Centres in the County providing high quality introduction to football for girls aged 5-11.
- Deliver County FA run Futsal Leagues for youth and open aged football

##### **Raise standards and improve behaviour**

- Support and encourage clubs and leagues to sign up to the FA Charter Standard Programme.
- Support the implementation of behaviour initiatives.

##### **Better players**

- To coach football in a range of environments including clubs and schools at a local level with a focus on FUNdamentals and Learn to Train (or equivalent) development phases of the player pathway.
- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants.
- To work with clubs and other community groups to ensure that young people are recruited to and retained in football through high quality coaching.
- To assist in identifying talented young people and encouraging further development via a number of different courses/opportunities, and exit routes.
- Actively support the development of the Westmorland Girls Player Development Programme.
- Develop entry and exit routes to and from grassroots clubs.
- Implement programmes to assist in bringing under-represented groups to the required level.

**Running the game effectively**

- Support in the running of County Leagues, such as the Futsal League, South Lakes Girls League and Under 25 Summer League.
- Attend and support local league meetings to understand challenges of clubs and offer support and solutions.

**Workforce**

- Ensure that coaches are developed, support the FA Coach Mentor programme to develop coaches in the County.
- Support volunteers in the game and ensure the Football Futures programme is offered to young leaders
- Develop the Coaching Academy for 16-21 years old as part of the County FA Youth Engagement Strategy.

**Marketing, PR and Communications**

- Raise the profile of the game and inspire young players to get involved by utilising high profile events.
- Support the delivery of targeted campaigns.
- In agreement with the County FA use the benefits of social networking to communicate, e.g. Facebook, Twitter, Y-Tube etc
- Promote AFDO activity weekly on Social Media platforms

**Safeguarding**

- Acts in accordance with legislation, statutory guidance and Affiliated Football's Policy and Procedures and any associated guidance.
- The post holder will hold a current DBS, attend training in accordance with policy and procedures, and adhering to the standards of the Safeguarding Operating Standard.
- Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s.
- Report any concerns about the welfare of children or young people
- Use the whistle-blowing policy if required to ensure the integrity of processes and safeguarding of children and young people
- All children receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

**Disability**

- Unite disability football through the strategic coordination of all disability football provision locally, ensuring provision is aligned and positively impacts the priority areas for disability football, thereby sustaining and growing participation levels at a local level
- Develop the disability football offer across the county, providing opportunities for everyone to play and develop the disability workforce.
- Plan and deliver programmes to retain and grow participation for players with a disability aged 5+ within both affiliated and recreational settings
- Identify, manage and develop relationships with key partners to meet the objectives and targets of the Westmorland County FA

**Enhanced DBS Check Required:**

Yes

**Knowledge/Experience/Technical Skills/Behaviours****a) Knowledge/Experience/Technical Skills**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ Knowledge of The FA's National Game Strategy.</li> <li>▪ Strong organisational skills, including experience of organising sporting competitions and / or coaching schemes, club / coach workshops etc.</li> <li>▪ Good communication, negotiation and interpersonal skills.</li> <li>▪ Numerate.</li> <li>▪ Good knowledge of FA Safeguarding Operating Standard</li> <li>▪ Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FA Youth Module 3.</li> <li>▪ AFPE Qualification</li> <li>▪ Knowledge of relevant funding agencies.</li> <li>▪ Experience of working with budgets.</li> <li>▪ UEFA B Licence Coaching Qualification</li> </ul>

<ul style="list-style-type: none"> <li>▪ A sound understanding of sport equity principles.</li> <li>▪ Experience in mentoring other coaches.</li> <li>▪ Ability to manage own time and act on own initiative.</li> <li>▪ Ability to prioritise.</li> <li>▪ Flexible attitude to work.</li> <li>▪ Willingness to work unsocial hours, including evenings, weekends and occasional overnight stays (as and when required).</li> <li>▪ Ability to contribute to a team environment.</li> <li>▪ Commitment to equal opportunities in employment / service provision.</li> <li>▪ Full Driving licence and have access to a vehicle.</li> <li>• Experience of writing reports and excellent IT skills.</li> <li>▪ Ability to work strategically with partner organisations to produce development plans and deliver programmes.</li> <li>▪ Project management skills – to plan, set and achieve objectives within strict deadlines.</li> <li>▪ Level 2 Coaching Certificate in Football.</li> <li>▪ An understanding of the England DNA.</li> </ul>	
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**b) Behaviours – as defined in County Football Association Competency Model**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Problem Solving.</li> <li>• Teamwork.</li> <li>• Communicating.</li> <li>• Delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Excellence.</li> <li>• Developing Self and Others.</li> </ul>

**Further Information**

***Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?*** **YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a CRC Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a County FA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• The Staff of the Association.</li> <li>• County FA Council.</li> </ul>	<ul style="list-style-type: none"> <li>• The FA.</li> <li>• Other County FAs.</li> <li>• Football stakeholders/partners.</li> <li>• Clubs and Leagues.</li> <li>• Schools.</li> <li>• Media.</li> <li>• Customers.</li> </ul>

Completed by Name/Role	Peter G Ducksbury / Chairman	Signature	
Date	August 2019		

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviors might differ from those outlined and other duties, as assigned, might be part of the job.



PGD/JP/pgd/27 August 2019 (66385)