

Person Specification

CENTRE MANAGER

Title: Cambridgeshire FA Girls' Advanced Coaching Centre Manager
(PAID ROLE)

Location: Witchford Village College, Thursday evenings
(with some travel to home & away matches)

Responsible to: Cambridgeshire FA Coaching & Player Development Officer

Purpose of post: To oversee the Advanced Coaching centre programme

Start Date: Thursday 6th September 2018

Responsible for;

- Ensure the smooth running of the Advanced Coaching Centre programme. This requires the centre manager's presence at weekly training and any scheduled fixtures
- Carry out all administration tasks and record keeping as specified within contractual ACC agreement
- Ensure all documents are up to date and accessible to staff and parents and ensure that safeguarding policy requirements are being met in consultation with the CFA Designated Safeguarding Officer
- Liaise with Technical Talent Lead to create a technical curriculum
- Attend all meetings on behalf of the centre as and when required
- First point of contact for parents and players
- Arrange fixtures for U12, U14 and U16 age groups, with support from the CFA
- Continual Professional Development
- Communication with Centre Physio to arrange player appointments, ensuring a parent is present at all times
- Welfare of all players at the ACC

Address

St. George's Park
Newborough Road
Needwood
Burton-Upon-Trent
DE13 9PD

Key skills and experience required;

Essential:

- FA Level 1 Introduction to First Aid in Football (IFAI) or a valid FA Emergency Aid qualification
- An accepted FA Disclosure and Barring Service (DBS) Disclosure (previously known as an FA CRB Disclosure)
- Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate
- Willingness to work evenings
- Ability to communicate effectively with people from diverse backgrounds
- Ability to travel independently
- Ability to work in a team environment

Desirable:

- Understanding of the FA Girls' England Talent Pathway
- Knowledge and understanding of working with young players
- Previous experience of working in sport
- Ability to organise and prioritise own workload

If you are interested in this position, please send your CV with a covering letter to:

Katie Critchley

Coaching & Player Development Officer:

katie.critchley@cambridgeshirefa.com

Closing Date:

Friday 24th August 2018

Interview Date:

To be confirmed

Address

St. George's Park
Newborough Road
Needwood
Burton-Upon-Trent
DE13 9PD