



## **Girls Advanced Coaching Centre Manager Job Advert**

### **Salary: Negotiable dependent on experience**

This post is a fixed term contract (part time) 1-2 hours per week over 29 weeks plus fixtures for 1 year with a view to it being extended subject to relevant FA funding and successful reapplication.

Cornwall FA is seeking to recruit a centre manager to support the delivery of our girls ACC.

The successful applicant will be responsible for:

- The welfare of players across all age groups
- Providing high quality administration support to players, parents and coaches
- Organising venue bookings, fixtures, transport and playing kit for matches
- Organising player assessments during the programme
- Keeping up to date records of finances, including coaches invoices
- Time keeping to arrive and set up prior to sessions starting and be present at all times

The successful applicant will need to be suitably qualified and experienced and be passionate about and committed to the development of girl's football.

Key skills and experience required: Essential

- Administrative skills (Excel and Word as an example)
- In-date FA First Aid Qualification (IFAiF)
- In-date FA CRC (Criminal Records Check)
- In-date FA Safeguarding Children Certificate
- An understanding of current girls talent pathway
- Have knowledge and understanding of England DNA
- Willingness to work weekends and training events/fixtures when required
- Own transport

Desirable

- Experienced FA Level 2 Qualified Coach
- Attended FA Youth Module 1 & 2 Courses
- Be an FA licensed coach
- Experience in coaching girls' football

The post is part-time with training based at Brannel School, St Stephen, St Austell, PL26 7RN on a Thursday or Friday evening and fixtures at various locations.

To apply, please send a CV and short covering letter highlighting why you are interested in the post and relevant experiences to Daniel Greenough, Senior Football Development Officer, either by email to [Daniel.greenough@cornwallfa.com](mailto:Daniel.greenough@cornwallfa.com) or by letter marked 'Private and Confidential' to Daniel Greenough, Cornwall FA Ltd., Kernow House, 15 Callywith Gate, Launceston Road, Bodmin PL31 2RQ. Please include the details of two referees. (Contact will not be made without prior notification)

Closing date: **Friday 27<sup>th</sup> July 2018, 12noon.**

Interviews will be held on the evening of Wednesday 8<sup>th</sup> or Thursday 9<sup>th</sup> August 2018 and the position is subject to an enhanced CRC check.

Cornwall FA is committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.

**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 Disclosure Barring Service check, to ensure their suitability for the role.**