

DERBYSHIRE FA



***DERBYSHIRE FA***  
***COACH DEVELOPMENT OFFICER***  
***VACANCY PACK***





ENGLAND  
FOOTBALL

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## 1. THE ROLE

**We're looking for a new Coach Development Officer to strengthen and sustain grassroots football by supporting England Football Accredited Clubs, empowering coaches, and helping every player enjoy a positive experience.**

For this brand new role, we are seeking to recruit an enthusiastic and people-focused individual with a passion for developing others, the ability to design and deliver impactful coach development programmes, and the skills to build collaboration across clubs, coaches, and communities.





## 2. ABOUT DERBYSHIRE FA

Derbyshire FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

### INNOVATION

Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

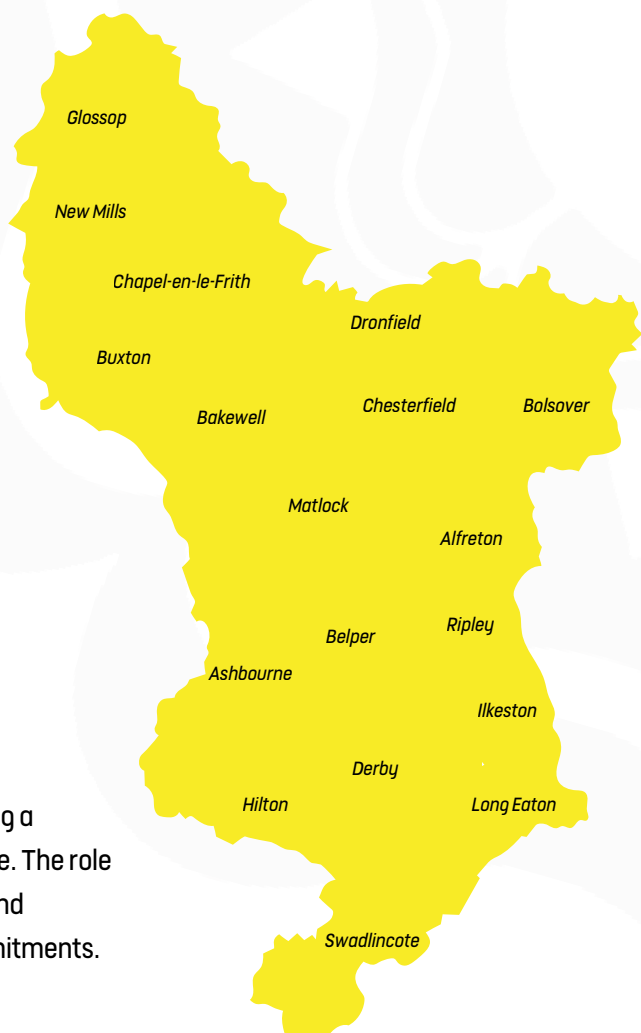
### INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

### INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.

Derbyshire FA operates a hybrid working model, requiring a minimum of two days per week at our Derby-based office. The role also involves travel across the county to support clubs and volunteers, with occasional evening and weekend commitments.







### 3. ROLE DESCRIPTION

Role Title	Coach Development Officer
Reports to	Football Development Manager
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	£28,000 - £33,000

#### JOB PURPOSE

- To support England Football Accredited Clubs to become more sustainable by embedding the Thriving Community Club framework, aligning support services, and facilitating collaboration between multiple stakeholders.
- To lead the growth and sustainability of high-quality coaching and coach development opportunities within England Football Accredited Clubs by working with Coaching Leads to design and deliver people-centred coach development programmes, aligned with the FA Learning Coach Development Framework.
- To ensure that all coaches have access to meaningful learning, mentoring, and development opportunities that enhance their ability to create positive experiences for every player, across all pathways.

#### JOB RESPONSIBILITIES

- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders and Coaching Leads.
- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for the Coaching pillar.
- Support clubs in their development of a club specific Coach Development plan/programme that reflects FA Learning principles and prioritises the long-term development of people as well as football outcomes.
- Support clubs to recruit and develop a workforce that is representative of those playing within it.
- Build and maintain relationships with key stakeholders, including FA Regional staff, FA Casual Workforce, and other strategic partners to support the development of Coach Development & Thriving Community Clubs.
- Ensure that all coach development activity is aligned with the FA Learning Coach Development Framework, embedding the principles of learning design, coach developer behaviours, and holistic people development.
- Support the delivery of the FA Workforce development plan, aligned to the demands of a growing workforce
- Deliver Coach Developer Training for Club Coaching Leads across the County in line with the FA Coach Developer Framework and supporting materials.
- To work closely with the wider Football Development team and discipline officer to tackle poor behaviour.
- Implement the Quality Assurance and Development of the Coaching Leads in club.



- Support the deployment of Casual Workforce in line with the FA's approach to meet the needs of clubs locally.
- Coordinate and deliver a Coach Development Programme for the County supporting coaches at all levels of the game incorporating club, county and regional delivery.
- Ensure the Coach Development Programme supports the recruitment & development of a diverse coaching workforce for the game, inclusive of female and ethnically diverse coaches.
- Be a licensed Coach Developer demonstrating the competencies of the FA Coach Developer Framework in all CPD, mentoring, and support activity.
- Manage, support and deploy a team of Casual Coach Developers within your respective County Football association to meet the needs of the County FA.
- Ensure your casual workforce have all relevant requirements for the role and maintain their Coach Developer License annually.
- Ensure the team of Casual Coach Developers is diverse and is a representation of the game in Derbyshire County FA.
- Collaborate with relevant County FA football development leads (e.g. Club Development, Inclusion, Women & Girls) to achieve the above.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce.
- Execute tasks as required to meet Derbyshire FA's changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Derbyshire FA and grassroots football.
- Collaborate with the Safeguarding & Discipline manager in all matters involving under-18s and adults at risk within club development programmes.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- To support delivery of The FA Grassroots Football Strategy and the Derbyshire FA Business Strategy.



## PERSON SPECIFICATION

### ESSENTIAL

- Educated to A level or equivalent
- UEFA B qualification or equivalent
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Significant Coach Development Experience.
- Experience of supporting adult learning.
- Grassroots Coaching/ Coach Development experience.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Practical experience of Coach Development
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification and CPD Framework
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Full, clean driving licence.

### DESIRABLE

- Two years' sports development experience.
- Youth Module 3
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.
- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.







**The job holder will be expected to understand and work in accordance with these strategic priorities described below.**

<b>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</b>	<ul style="list-style-type: none"><li>• Evolve the youth game.</li><li>• Improve team-based football for adult male players.</li><li>• Create more opportunities to play safe, inclusive casual football.</li><li>• Support the disability game to grow and thrive.</li></ul>
<b>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN &amp; GIRLS</b>	<ul style="list-style-type: none"><li>• Evolve the youth game.</li><li>• Improve team-based football for adult male players.</li><li>• Create more opportunities to play safe, inclusive casual football.</li><li>• Support the disability game to grow and thrive.</li></ul>
<b>BUILD MORE AND IMPROVE EXISTING FACILITIES</b>	<ul style="list-style-type: none"><li>• Transform grass pitch quality.</li><li>• Build more 3G pitches.</li><li>• Create inclusive and accessible facilities.</li><li>• Improve environmental sustainability.</li></ul>
<b>TACKLE POOR BEHAVIOUR</b>	<ul style="list-style-type: none"><li>• Apply tougher sanctions.</li><li>• Promote positive behaviour.</li><li>• Drive collective responsibility across the game to raise standards.</li></ul>
<b>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</b>	<ul style="list-style-type: none"><li>• Grow the number of people running the game.</li><li>• Improve the diversity of those running the game.</li><li>• Support those running the game to learn and develop.</li><li>• Celebrate and reward those running the game.</li></ul>
<b>SUPPORT THRIVING COMMUNITY CLUBS</b>	<ul style="list-style-type: none"><li>• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li><li>• Help clubs to become more sustainable.</li><li>• Support the current and future generation of club leaders.</li><li>• Equip clubs to add value to their local communities.</li></ul>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<ul style="list-style-type: none"><li>• Make it easier to find information and opportunities to play, volunteer and learn.</li><li>• Improve our customer service and communications.</li><li>• Develop our digital tools to make running the game easier.</li><li>• Explore digital opportunities to enhance the football experience.</li></ul>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"><li>• Promote the highest levels of governance across the grassroots network.</li><li>• Evolve local Football Associations focused on developing football For All.</li><li>• Support the grassroots game to be financially robust.</li><li>• Support the game to be safe and well-run.</li></ul>

## 4. HOW TO APPLY

- Complete the [Online Application Form](#) by 9am Monday 15<sup>th</sup> September 2025.

Please note that no applications will be accepted after this time. Your application should include:

- A CV setting out your career history, achievements and preferred contact details
  - A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
  - Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.
- Complete the [Equality and Diversity Monitoring Form](#). Please note that completing this form is entirely voluntary.

## 5. SELECTION PROCESS

- Applicants selected will be contacted by 5pm Tuesday 16<sup>th</sup> September 2025. If you have not heard from us by this date, unfortunately you have been unsuccessful on this occasion.
- Interviews will take place w/c 22<sup>nd</sup> September 2025.

If you would like to explore the fundamentals of this role further, please contact:

- Alex Walker, Derbyshire FA, Football Development Manager | [alexander.walker@derbyshirefa.com](mailto:alexander.walker@derbyshirefa.com)







**DERBYSHIRE COUNTY  
FOOTBALL ASSOCIATION**