

JOB DESCRIPTION

Job Title	Female Football Lead	Department	Education and Employability
Location	Derby County Community Trust	Reports to (Role)	Education and Employability Manager

Job Summary and Main Purpose

To be responsible for the designated football, education, talent pathways and enrichment programmes across female activities. Improve the performance of the players and coaches within the framework to maximise their ability. Manage partnerships and strategy for the female programme across Derbyshire.

Key Responsibilities

Coach and mentor within each group where applicable to maintain a hands-on level to support all staff and players.

Oversee personal PDP/ILP within the age groups and player feedback. Correct staff use of Commentary Box or a similar system. Provide appropriate data feedback to colleagues on all players including attendance, attitude, and progression. Highlight “at risk” learners and formulate appropriate action plans and dates.

Complete all key tasks on KPI and staff data for licence and educational approval. Manage, coordinate, and complete all health and safety documents, travel plans, fixtures, referees and logistics for all training sessions/fixtures and additional activities within the age groups.

Build, develop, and maintain relationships with key stake holders including facilities, NGB and regional organisations. Enhance relationships in underrepresented groups and locality. Develop extended provision through younger pathways to enhance recruitment and learner journey.

Monitor and manage the financial budget associated within the female pathway. Maintain, report and provide accurate data monthly on required retention figures and financial forecast.

Recruit and ensure all coaches have a clear understanding and acceptance of their development needs through staff development plans and observations. Support and deliver coach interventions where needed if under performance is noted and recorded. Deliver and monitor staff 1:1 monthly with appropriate meeting notes and action points.

Coordinate medical staff/fitness staff as required in line with category licence of league regulation and needs of the age groups.

Observe assistant coach performance at training and match days and provide written feedback to support development.

Recruit and manage degree students or volunteers to support with assistant coaches' roles, video analysis and nutrition lifestyle where applicable.

Support to design and develop the individual schemes of work for each age group and highlight the four-corner approach throughout. Link in remote provision where applicable for the needs of the learners. Develop off site provision including residentials and trips/events which are relevant to learner needs.

To be fully responsible for the safety and welfare of all players and staff under your care.

Monitor and store/approve coaches session plans and evaluations to make sure they are up to standard and appropriate.

Ensure players are giving appropriate playing opportunities and pathways.

Develop, monitor, and support talented players through appropriate exit routes.

Develop a multi-disciplined approach to player support and feedback.

Exhibit and expect appropriate touchline behaviour in accordance with FA staff guidelines.

Recruit players where applicable for the following season across all venues in line with KPI. Organise timed and appropriate marketing campaigns and recruitment hot spots and communication. Link with marketing department on strategy related to "keep warm" of learners and recruitment retention. Include player photos and images at appropriate points of the season.

Link with sponsor (if applicable) and arrange awards night/presentation night as deemed suitable.

Act as point of contact for parents/guardians with regular communications and termly details/updates.

Keep correct and accurate records of any petty cash payments for referee or pitch fees in line with league sanctions. Complete correct administration data for fixtures, fines/sanctions, social media, and player highlights.

Monitor and report potential safeguarding children's risks and work with the designated Welfare officer through the correct policies and procedures.

To always represent Derby County Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.

To keep the Education and Employability Manager fully informed of any matters related to the delivery which require further attention.

To be aware of any league rules and FA rules related to the age group, affiliation process and league/cup entries.

Maintain correct CPD and FA licence in line with required staff regulations.

Attend education and employability staff meetings and provide up to date reports and information on learners including attendance, attitude, and progress. Link directly with other Line managers on learners journey and potential wider support.

General Responsibilities

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.

- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

Person Specification

	Essential	Desirable
Qualifications		
FA coaching Licence (Level 2 minimum)	Y	
FA coaching Licence (Level 3 minimum)		y
FA Mod 1 and 2 or equivalent within six months of post start date	Y	
Sports/football or equivalent qualification Lv3 and above	Y	
Full UK Driving Licence	Y	
Car Owner with full access	Y	
Enhanced CRB check	Y	
First Aid qualification/BFAS	Y	
Child Protection	Y	
FALCC CPD	Y	
IT skills	Y	
Excellent communication both verbal and written		
Experience		
Working in a team environment	Y	
Working with children from a primary/secondary school age range		y
Working within a sport specific environment	Y	
Working knowledge of Football in the Community and Derby County Football Club	Y	
Experience of female football or development centres	Y	
Experience of planning, delivering, and evaluating a sport delivery programme	Y	
Skills		
Demonstrate knowledge, understanding and application of football development, innovation and delivery strategies in the female provision	Y	
Sound knowledge of developments within the sport sector.		y
Excellent communication and interpersonal skills	Y	
Demonstrate suitability to work with children including Knowledge/understanding of safeguarding and Prevent		
Knowledge of current relevant initiatives within football, resource management and the enrichment area of responsibility	Y	
An understanding of safeguarding and its importance within the sports environment	Y	

Ability to plan and prioritise	Y	
Effective time management skills	Y	
Excellent administrative and organisational skills	Y	
Ability to work flexibly and as part of a team environment as the role involves evenings and weekends	y	

Values

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

Equality, Diversity & Inclusion

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

Safeguarding

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

Signature of Postholder

Date

Name