



Job Description and Person Specification

Job title	Coach Development Lead
Reports to	Equality & Workforce Development Manager

Job purpose(s)

- To support delivery of the Gloucestershire FA Business Strategy and The FA Grassroots Strategy
- To support, service and develop England Football Accredited clubs to grow and sustain Coaching and Coach Development opportunities whilst providing a quality experience for all players across all pathways.
- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- To contribute to the effective implementation of Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with County FA (CFA) and FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Direct reports	Team of Casual Coach Developers (number TBC)
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Location	Your normal place of work is Glos FA HQ, Oaklands Park, Gloucester Rd, Almondsbury, Bristol. BS32 4AG and your home address from time to time as directed or in agreement with your line manager. Any other location in the United Kingdom as required by the role including travel and overnight stays.
Working hours	Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. Normally 37.5 hours per week. Some evening and/or weekend working will be required.
Contract type	Fixed Term to June 2028

Responsibilities

Lead Responsibilities (0.6):

- 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.
- 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.
- Deliver Coach Developer Training for Club Coaching Leads across the County.
- Support with the Quality Assurance and Development of the Coaching Leads in club.
- Support clubs in their development of a club specific Coach Development plan/ programme.
- Coordinate and deliver a Coach Development Programme for the County supporting Coaches at all levels of the game incorporating club, county and regional delivery.
- Be a licensed Coach Developer to deliver CPD/ Mentoring/ Support for coaches in the County when required.



- Manage, support and deploy a team of Casual Coach Developers within Gloucestershire FA 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 on the game in Gloucestershire County FA.
- Collaborate with relevant Gloucestershire FA football development leads (e.g. Club Development, Inclusion, Women & Girls) to achieve the above.
- Develop and deliver an annual action plan to support high-quality coaching opportunities across grassroots football.
- 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.

Other Responsibilities (0.4):

- To support delivery of the Gloucestershire FA Business Strategy, developing and supporting football participation activities, development centres, and alternative education programmes.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal.
- Promote positive behaviour in youth football and support FA national campaigns and interventions.
- To consult the Glos FA Inclusion Advisory Group on key priorities and operational delivery plans.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development programmes.
- Risk-assess relevant CFA activities for under-18s to ensure that appropriate safeguards are in place.
- Execute tasks as required to meet the Association's changing priorities.

Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Educated to A Level or equivalent. • UEFA B or equivalent 	Desirable <ul style="list-style-type: none"> • Sports Development experience • FA Youth Award Module 3
Skills	
Essential <ul style="list-style-type: none"> • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. • Significant Grassroots Coaching and Coach Development experience, with experience of supporting adult learning. 	Desirable <ul style="list-style-type: none"> • Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities. • Knowledge of customer service and support programmes • Ability to create reports, budgets and plans



<ul style="list-style-type: none"> • Project management skills and experience – to plan, set and achieve objectives to deadlines. • Exceptional communication, interpersonal and influencing skills. • Ability to work independently and as part of a team. • Excellent customer service skills. • Excellent IT skills • Budget management experience. 	
Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Practical experience of Coach Development with knowledge of The FA coaching qualification and CPD Framework. • Knowledge & understanding of holistic player development & The FA Four Corner Model • Knowledge of grassroots football & its structure • Knowledge of how a County FA operates in partnership with The FA. • Knowledge of The FA's Safeguarding Operating Standard. • Knowledge of and commitment to equality, diversity and inclusion. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of project management. • Knowledge & experience in the talent identification of future coach developers. • Knowledge and understanding of The FA's Grassroots Football Strategy. • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	YES
Full driving licence?	YES

Gloucestershire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) enhanced check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The job holder will be expected to understand and work in accordance with the Association's values and behaviours described below	
Glos FA value	Behaviours
Open	<p>Open, transparent and approachable to new ideas and feedback</p> <ul style="list-style-type: none"> • Obtain and welcomes feedback from participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure. • Avoid pre-judgement when listening to suggestions from others. • Continuously seeks to improve efficiency and performance.



Honest	<p>To have open, honest communications both internally with colleagues and externally with stakeholders.</p> <ul style="list-style-type: none"> • Builds loyalty and trust with colleagues and customers • Maintains an individual’s self-esteem when interacting with them. • Raises any concerns with line manager, DSO or Mental Health Champion
Inclusive	<p>Promotes and embeds safe, inclusive practices, opportunities and education for all:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues, partners and volunteers • Provides equal opportunity to people of different backgrounds, experience and perspective • Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.
Flexible	<p>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders:</p> <ul style="list-style-type: none"> • Works flexibly to overcome barriers to achieving objectives. • Remains focused, maintaining motivation for the team and for themselves. • Maintains a healthy work-life balance.
Professional	<p>To be knowledgeable, passionate and maintain integrity of business conduct:</p> <ul style="list-style-type: none"> • Works to achieve an exemplary level of performance • Delivers work outcomes to agreed quality standards and timescales. • Supports and always apply the Glos FA standards of business conduct.

Job description reviewed and modified by:	Matt Boucher
Date job description reviewed and modified:	19 th February 2026
Job description authorised by:	David Neale – Chief Executive

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.