

EMPLOYMENT APPLICATION PACK:

Coach Development Officer



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If you would like to discuss the role further or have any questions, please contact:

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WHY WORK FOR HAMPSHIRE FA

We are committed to ***providing a positive culture for our people to thrive*** as part of our 2024-28 strategy. As such and to support our workforce, we offer a range of exciting benefits, including...

- + 25 days leave (plus bank holidays) & an additional day for your birthday
- + Up to two volunteer days per season to support local causes
- + Time off in lieu of out-of-hours working
- + A hybrid working model offering greater flexibility
- + A contributory pension scheme
- + Cycle to Work salary sacrifice scheme
- + SimplyHealth claim back scheme & online GP for your health needs ([more info](#))
- + Support Squad - a group of staff allies who provide support & guidance to peers whilst fostering a positive, safe & inclusive work environment



Coach Development Officer

Salary: £26,000 – £27,500 pa Contract: FT Dec 2025 – Jun 2028

What is the role?

We are looking for someone to lead the development of coaches in Hampshire. Directly develop grassroots coaches through a package of education and support whilst empowering 2 & 3-star England Football Accredited Clubs to provide their own bespoke coach development programmes

What will you do?

- You will drive the development of grassroots football coaches across Hampshire
- You will deliver a programme coach CPD and be Hampshire's lead licensed Coach Developer
- You will develop and support coaching leads within Accredited Clubs
- You will support Accredited Clubs to deliver their own coach development programmes
- You will manage and deploy a team of FA Casual Coach Developers

What do you need?

- To hold a valid UEFA B Coaching qualification (or equivalent)
- To be available to support coaches when they need it (evening & weekend work essential)
- The ability to build and maintain working relationships, work independently and in a team
- The ability to work around challenges by developing new solutions
- The determination to fail forwards - try > fail > learn > repeat

Applications by Wednesday 12th November 2025:

To apply, complete the online application form. Interviews will take place at Winklebury Football Complex, RG23 8BF on Friday 21st November 2025. Preferred candidates maybe recalled for a second interview stage.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/e/NTrutBpsDy>



APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and, should this be required, please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA are 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) 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.

Key Dates:

Application Closing date – **Wednesday 12th November 2025**

Interview date* – **Friday 21st November 2025**

*Preferred candidates may be recalled for a second interview stage



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Coach Development Officer
Reports to	Football Development Manager
Job purpose(s)	- To support delivery of The FA Grassroots Football and Hampshire FA Evolving with Game strategies - 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 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 comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time
Direct reports	FA Appointed Casual Staff, Coach Development Intern
Location	Winklebury Football Complex, Basingstoke, RG23 8BF (Hybrid/Flexible Working)
Working hours	35 hours a week with flexible start and finish times, this is a community-based hybrid role with 1 required office day and essential evenings and weekend work to engage with coaches
Contract type	Initial full-time contract from December 2025 - 30th June 2028 (Further extension subject to funding renewal)
Salary	£26,000 - £27,500 per annum

Roles & Responsibilities:

Representing Hampshire FA	- Actively deliver against company values and expected behaviours - Actively support the challenging of all forms of discrimination in football - Execute tasks as required to meet Hampshire FA's changing priorities - Support the adoption of FA technology systems across grassroots football - Collaborate with relevant Hampshire FA football development leads to achieve the below
Support Thriving Community Clubs	- 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 - Deliver Coach Developer Training for Club Coaching Leads across the County - Support clubs in their development of a club specific Coach Development plan/programme - Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA - Promote and assist England Football Accredited Clubs with their annual renewal process. - Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce
Develop a Network of Coaches	- 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 quality assurance, support and development for club coaching leads across the county - 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 the 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 Hampshire - 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 - Develop & deliver an annual action plan to support high-quality coaching opportunities - Develop and implement localised incentives and rewards for England Football Accredited coaches



Safeguarding	- Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times - Carry out appropriate Safeguarding Risk Assessments for any activities delivered - Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have - Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Finance	- Manage budget for area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required - Identify funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants

Skills/Qualifications

Knowledge/Experience

Essential (Required to fulfil role)	- Educated to A Level or equivalent - UEFA B or Equivalent - Ability to work strategically with partner organisations - Ability to plan, set and achieve objectives to deadlines - IT skills, including the use of Microsoft Office applications - Ability to work independently and as part of a team - Time management and prioritisation - Problem-solving and decision-making - Communication and presentation skills - Ability to use data to monitor and evaluate programmes - Influencing skills to champion change	- Significant Coach Development Experience - Experience of supporting adult learning - Grassroots Coaching/Coach Development experience - Knowledge of The FA coaching qualification and CPD Framework - Knowledge of the structure and partner organisations within football, nationally and within Hampshire - Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding - Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	- Youth Module 3 - 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 - Budget management	- Two years Sports Development experience - Developing networks and relationships with a variety of stakeholders - Experience of project management - Knowledge of The FA's Grassroots Football strategy - Experience of utilising mapping programmes to support strategic and logistical planning - Knowledge and understanding of working with volunteers - Experience of line management

Application Deadline:	Wednesday 12 th November 2025
Interviews to be held:	Friday 21 st November 2025 (Preferred candidates maybe recalled for a second stage interview)



SUPPORTING INFORMATION

Hampshire FA Strategy | EVOLVING WITH THE GAME



Our **Evolving with the Game** strategy has been formed with the needs of our community in mind and centres around 12 clear member priorities that were identified through consultation. We believe that by focusing on these 12 key areas we will achieve success across all strategic objectives, provide the best possible service to our community and realise our purpose of **Creating Opportunities for Our Game to Evolve & Thrive**.

Both football and the Hampshire community are continuously changing so it is important that Hampshire FA adapts with it. We aim to be a modern County FA that acts in balance as both a local governing body for our game and a high-quality football service provider. We are confident that this unique combination will help to ensure football in Hampshire goes from strength to strength over the next four years and beyond.

To find out more about the 12 member priorities and our strategy in general, visit the dedicated page on our website:

<https://www.hampshirefa.com/about/evolving-with-the-game>



SUPPORTING INFORMATION

Hampshire FA | OUR VALUES



FORWARD THINKING

Look to the past & future to identify ways to adapt, improve & progress

PLAN WITH VISION | REFLECT & LEARN | BE ADAPTABLE



PERSON CENTRED

Act inclusively with everyone's best interests at heart

BE APPROACHABLE | LISTEN & ACT | BE OPEN & TRANSPARENT



ACCOUNTABLE

Be accountable to and for the game

TAKE OWNERSHIP | ACT WITH INTEGRITY



COLLABORATIVE

Work as a community towards shared goals

BUILD RELATIONSHIPS | WORK AS A TEAM | EMPOWER OTHERS

CREATING OPPORTUNITIES FOR OUR GAME TO EVOLVE & THRIVE

