**Job Description and Person Specification**

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| **Job title** | Emerging Talent Centre Centre Manager |
| **Reports to** | Rebecca Moore (Kent FA) |

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| **Job purpose(s)** | |
| * To support the holistic development of high performing female players aged 13-16 in Kent. | |
| **Direct reports** | N/A |

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| **Location** | Aylesford FC, Forstal Road, Maidstone, ME20 7AU. With some travel required. |
| **Working hours** | Weekly sessions on Friday Evening 6-9pm, with the addition of training supplements and fixtures to be added to the delivery. |
| **Contract type** | Part-time, Fixed term contract until June 2024. 6-10 hours a week.  Salary: Competitive. |

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| **Responsibilities** |
| * The Centre Manager will support the Player Development Lead to ensure the Emerging Talent Centre environment is safe, appropriate and meets the needs of the players, staff and The FA. * Implement training and games programme in line with the Kent FA ETC curriculum, as well as supporting coaches to ensure this is done universally. * To monitor player development and support players and coaches construct relevant and achievable individual development plans following the completion of player review process. * Communicate with parents regularly to keep them informed of upcoming events and experiences. * Liaise with, and maintain an open line of communication with, the clubs the players involved in the ETC come from to provide and align the players’ development both in house and away from the centre. * Work alongside the Player Development Lead to ensure players are receiving the best experience possible to support each individual develop appropriately across the FA’s four corners. * Working alongside support coaches to provide a challenging football environment to meet the needs of all players in your group. * Ensure that the Kent FA philosophy and ethos is always followed. * Ensure effective communication between all departments and stakeholders, including parents, is continuous throughout the season. * To adhere to the FA Safeguarding and equality policies and procedures. * To adhere to the FA and Kent FA ETC codes of conduct at all times. * To adhere to the Kent FA ETC Data Protection Policy and Privacy Policy. * Successful candidates will receive access to ongoing support and relevant continued professional development (CPD) sessions through the county. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * FA coaching UEFA B qualification * Enhanced DBS Check * In date safeguarding and emergency first aid qualification | **Desirable**   * FA coaching level 4 / UEFA A qualification * FA Level 2 Emergency First Aid in Football (EFAiF) * Youth Awards |
| **Skills** | |
| * Excellent communication both verbal and written * Strong leadership skills * Organised and able to plan ahead. * Enthusiastic and driven to supporting young players to be the best they can be. * Punctual with good time management skills. | **Desirable**   * Understanding of the girl’s elite pathway. * Experience of planning, delivering and evaluating football sessions for secondary school aged players. |
| **Knowledge and experience** | |
| **Essential**   * Knowledge of, and experience working within, Women and Girls football. * Experience working with children from a secondary school age range | **Desirable**   * Knowledge and understanding of working with volunteers. * Reside within Kent for ease of access to the centre. * Experience of elite female football or development centres. |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. * Provide a customer-focused approach that ensure connectivity to the Kent Football community. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description reviewed and modified by:** | Rebecca Moore |
| **Date job description reviewed and modified:** | 26/4/2023 |
| **Job description authorisedby:** | Darryl Haden |

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

To apply for this role, please send your CV and covering letter, outlining why you would like to work within the ETC and why you would be the best candidate for the job, by email to [Rebecca.moore@kentfa.com](mailto:Rebecca.moore@kentfa.com).

The closing date for receipt of applications is **11pm on Sunday 18st June 2023. Interviews to take place Week commencing the 26th June 2023.**

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