

## GIRLS UNITED FA

We are **Girls United: an organisation that stands for a world with a level playing field, on and off the pitch.** We establish grassroots football clubs for girls in low-income areas and use football as a tool to develop life skills such as leadership. We focus on sustainable impact that can promote gender equality in local communities and give more girls better prospects for their futures.

Being part of the Girls United team means believing in the cause and being invested in the progress of the organisation. Founded on values of equality, inclusion and empowerment, the organisation is a space for innovation, action and growth with positive social impact at its roots. We are growing quickly and undertaking a series of exciting projects.

**Job Title:** London Programme Lead

**Responsible to:** London Club Manager

**Job Type:** Full-Time (37.5 hours per week)

**Contract:** 12-month, fixed-term with 3-month probationary period

**Salary:** £23,000 - £25,000 - per annum

**Location:** South London - Lambeth, Southwark and other surrounding areas

**Description:** The position of the London Programme Lead (LDL) consists of managing a bespoke programme with Girls United and a main funding partner. This new programme will see us providing a platform of sessions for girls aged 8-12 years old being active. The programme will be focused on giving new opportunities for young females to begin their football journey alongside engaging new females to become role models in the sport. It is an exciting opportunity to partner active sport with life skills that can support growth of individuals and positive change in the community. The position will include delivery of practical sessions, training for new and experienced coaches and teachers, alongside monitoring and evaluation of the overall programme against agreed outcomes. The position will be for someone who wants to work in the foundation phase of play and make a positive contribution to the community.

The London Programme Lead will be responsible for;

- To oversee the new programme; including planning, delivery and reviewing outcomes and impact. This includes; staffing scheduled and all types of events.
- To work collaboratively with other teams members including but not exclusive to; volunteers, sessional staff and contracted staff within London. Recruiting new volunteers and sessional staff to work directly on the programme.
- To deliver and organise training for internal staff on this programme alongside providing a training and CPD platform for the community of teachers, school staff and community members.
- To provide effective and in-depth monitoring and evaluation of the programme; weekly, monthly and mid-year reports for internal communication as well as external platforms and funders.
- To support the wider team (London Club Manager, Marketing Manager and CEO) with developing the organisation with new ideas, new programmes and new opportunities of growth, experience and delivery.
- To be available to attend all internal and external meetings and events related to this specific programme.

### **Essential Qualities and Qualifications:**

- Experiences: someone who has been involved in managing or delivering a football or community sports programme. Ideally this programme experience would have been with young people in a Primary School age (5-11 years old).
- Qualifications: someone who has a minimum of FA Level 2 in Football Coaching, including an in-date qualification for Safeguarding Children and First Aid in Football.
- Communication - someone who is confident to speak and build positive rapport with various people within the community. For example but not exclusive to: players, parents, venues, schools, and funders etc.
- Organisation skills - someone who is able to manage their time effectively and ensure they are punctual in completing their administration tasks alongside attending sessions and other in person activities.
- Growth mindset – someone who is willing in developing themselves, those around them and the community they are working in. This will include experience in delivering workshops or training to develop skills or knowledge or others.
- Adaptability and flexibility – work in a fluid, fast-paced and exciting environment of football. Understanding that hours are often across unsocial times such as weekends and evenings due to our contact with the community of players we have within Girls United FA.

### **Desirable Qualities and Qualifications:**

- Experience: working with young females aged 8-12 years old within a sports setting (for example; within a school, grassroots club etc).
- Qualifications: someone who has additional qualifications which focus on youth sport such as The FA Youth Award or AfPE Level 3 Certificate in Supporting Physical Development and Physical Activity in the Early Years. Or someone who has a qualified Teaching Status.
- Communication - someone who is efficient at demonstrating impact and programme design through varied approaches depending on the recipient of the information.
- Organisation Skills - have experience in supporting multiple programmes or KPIs within one programme and have the ability to prioritise efficiently.
- Growth Mindset – have experience in creating and supporting Professional Development Plans for yourself and others within the team.

## HOW TO APPLY

**Please send a CV and cover letter to [abigail@girlsunitedfa.org](mailto:abigail@girlsunitedfa.org) –with the role and your name in the subject line e.g. ‘London Programme Lead - x x’**

- Cover letter should include:
  - Brief description of relevant experience, training, qualification
  - Overview of your coaching values and qualities
  - Motivation for applying to role and to organisation
  - Maximum of 2 pages
- CV should be easy to read and concise

**Application Process:**

1. Submit CV and cover letter.
2. A 30-45minute phone interview with the London Club Manager and Girls United FA CEO.
3. Practical interview, which will consist of a pre-set task and a coaching session.
4. Final conversation to address any remaining questions and ensure the compatibility of the candidate with the organisation

**Good luck!**