



IS WHERE IT STARTED

WEST RIDING FA

COACH DEVELOPER [PT]

VISION:

**TO CREATE ENJOYABLE EXPERIENCES AND
HELP FORM LASTING MEMORIES THROUGH FOOTBALL**

PURPOSE:

MORE PEOPLE PLAYING MORE OFTEN



ABOUT WEST RIDING FA

The West Riding County Football Association (West Riding FA) is the governing body of football in the county of West Riding (West Yorkshire and surrounding areas). We are the 5th largest County Football Association in the country and oversee all aspects of the game within our boundary.

We are responsible for providing the structure and support that enables our players, coaches, volunteers, and referees to perform their role with ease. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment.

In addition to our governance responsibilities, we concentrate heavily on the development of the local game and maintain a strong emphasis on the evolution of our stakeholders. By promoting 'Football for All' we encourage participation from all backgrounds and sections of society, inclusive of all protected characteristics.

By developing innovative programmes and cultivating opportunities in alignment with our governing body (The FA), we deliver the

The FA Grassroots Football Strategy in our County. We are immensely proud of our thriving culture throughout the non-professional game, a sector widely referred to as "Grassroots" football.

We believe it is essential to uphold our traditions and embrace the legacy of our past. However, we are very much a progressive organisation, happy to celebrate our history without residing on it.

Although the West Riding FA has been the governing body of all association football in the county for over 100 years, today we are an energetic, innovative, and ever-changing organisation.

As a not-for-profit organisation, West Riding FA reinvests back into the game any surplus in funds into improving products and services to grassroots football, growing, and retaining the game at all levels and formats, and supporting the workforce and facilities infrastructure to drive the game forward.



OUR STRATEGY

Our Strategy cycle is aligned to that of the Football Association with each cycle comprising 4 years. The current being 2024-2028.



ROLE:	Coach Developer
CONTRACT TYPE:	Part-Time
CONTRACT DURATION	Until June 30 th June 2028
HOURS PER WEEK:	17.5 per week (2 roles available, equivalent to 35 hours FTE)
LOCATION:	Across the wider West Yorkshire region (travel required)
WORKING PATTERN:	Predominantly evenings and weekends
ADDITIONAL BENEFITS:	<ul style="list-style-type: none"> • Bike to Work Scheme • Cash Plan (Medical) • Nike Kit • Death in Service Insurance • Employee Pension Scheme (Scottish Widow) • Time off In Lieu Policy • Working from Home Policy • Flexible Working Policy • Individual Training and Education Support Packages

ABOUT THE ROLE

West Riding FA is recruiting two Part-Time Coach Developers to play a vital role in supporting the volunteer coaching workforce at the heart of grassroots football.

This is not a desk based role, you'll be out in clubs, working alongside coaches, coach mentors and ambassadors during training sessions in the evenings and match play at weekends, where support is most needed. You'll help coaches grow their confidence, improve their practice, and create positive environments for players across the county.

As a Coach Developer, you will:

- Deliver Continued Professional Development (CPD) opportunities tailored to grassroots coaching needs.
- Facilitate peer learning environments where coaches share experiences, challenges, and best practice.
- Provide 1:1 mentoring and reflective practice sessions to build confidence and competence.
- Support deployment across FA England Accredited Clubs, clusters, and priority areas (Women & Girls, disability football, low socio-economic communities, and historically underrepresented groups).
- Cascade workshops such as FA Stepping Over the Sideline and other development initiatives.
- Work closely with the Regional Coach Development Manager (RCDM) to ensure alignment with The FA's national strategy.

WHAT WE'RE LOOKING FOR

We want individuals who are:

- Experienced in football coaching and/or coach development.
- Skilled in mentoring, safeguarding, and supporting volunteers.
- Passionate about grassroots football and committed to engaging underrepresented groups.
- Flexible and willing to travel across the county, working mainly evenings and weekends.
- Strong communicators who can build relationships with clubs, coaches, and volunteers.

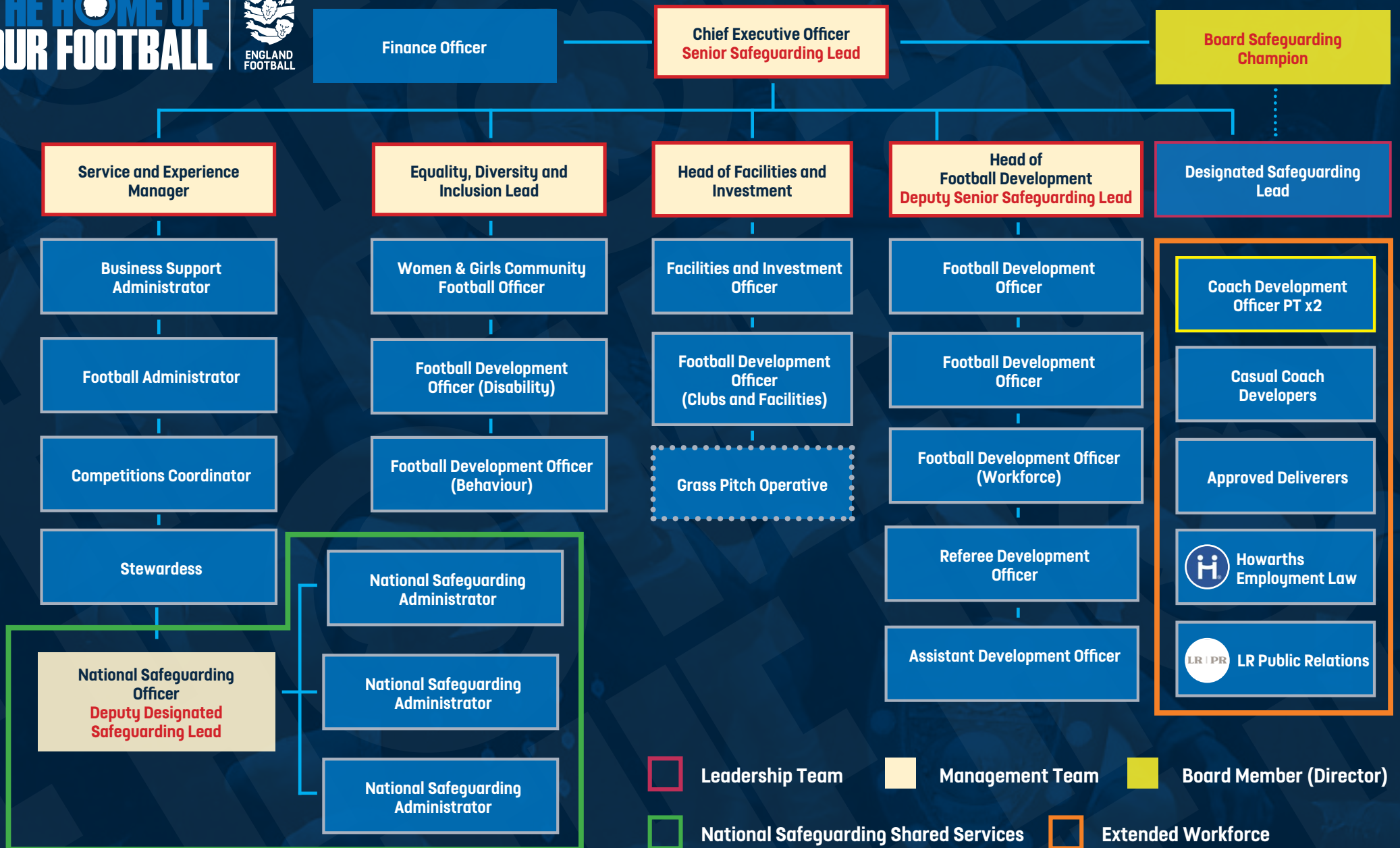
WHY JOIN US?

- Make a direct impact on grassroots football by supporting coaches where they operate — in their environment, on the training pitch and at match days.
- Be part of a forward thinking County FA committed to growing and supporting grassroots football.
- Gain valuable experience working within The FA's national strategy, with opportunities to learn from best practice across the region.



STAFFING STRUCTURE

THE HOME OF
OUR FOOTBALL



JOB ROLE PROFILE

JOB TITLE:	Coach Developer (PT) This position represents 50% of the role. This position shall work as a job share with a like for like position.	REPORTS TO:	Football Development Officer (Workforce)
JOBS REPORTING INTO THE JOB HOLDER:	None	TIME COMMITMENT:	17.5 hours per week
LOCATION:	Across the wider West Yorkshire region (travel required)	CONTRACT TYPE	Fixed Term until 30th June 2028 Contracts are extended in line with The FA 4 year strategy period. The next strategy is 2028-2032.
ENHANCED DBS REQUIRED:	No		

JOB PURPOSE

KEY RESPONSIBILITIES:

- To support the development and deployment of the casual coach development workforce. This includes ad-hoc tutor workforce, coach developer in clubs and ambassadors.
- To quality assure the deployment and delivery of Coach Development support extended to volunteer coaches across the county.

JOB RESPONSIBILITIES

1. DEVELOPMENT

- Provide regular development (Continued Professional Development) opportunities tailored to role expectations (e.g. mentoring skills, safeguarding, club engagement, coach support practices).
- Facilitate peer learning environments, where casual workforce members can share experiences, challenges, and best practice.
- Offer 1:1 guidance and reflective practice sessions to help individuals build confidence and competence.
- Use feedback mechanisms to inform ongoing training and personal development plans.

2. DEPLOYMENT

- Establish a structured deployment plan to ensure coverage across FA England Accredited Tier 1 clubs, Tier 2 clusters and priority areas (historically underrepresented groups, low socio economic, disability, Women & Girls).
- Strategically cascade a schedule of workshop delivery (including but not limited to [FA Stepping over the Sideline](#)).
- Match ambassadors, mentors and development officers to clubs and coaches based on skills, experience and developmental needs.
- Maintain clear lines of communication (e.g. through monthly briefings, digital platforms) to keep the workforce connected and informed.
- Monitor impact and effectiveness through feedback from clubs and coaches, ensuring workforce deployment is purposeful and impactful.
- Work with the Regional Coach Development Manager (RCDM) who provides strategic support to West Riding FA by ensuring that the development and deployment of the casual workforce is fully aligned with The FA's national strategy and priorities. Acting as both a mentor and a critical friend to the Coach Developer, the RCDM will offer guidance, share best practice from across the region, and support the design and evaluation of CPD programmes to ensure consistency and quality of delivery.



ESSENTIAL CRITERIA

- Proven experience in football coaching and/or coach development – Minimum Level 2/FA UEFA C.
- Strong understanding of safeguarding, mentoring, and workforce development practices
- Knowledge of FA England Accredited Club structures and national strategy
- Experience delivering CPD (Continued Professional Development) programmes
- Ability to facilitate peer learning environments and reflective practice sessions
- Skilled in matching mentors/ambassadors to clubs based on developmental needs
- Experience in workforce planning and structured deployment across diverse settings
- Understanding of inclusion priorities (Women & Girls, disability, low socio economic groups, underrepresented communities)
- Ability to monitor and evaluate impact through feedback mechanisms
- Ability to maintain clear lines of communication with clubs, coaches, and FA staff
- Excellent communication skills (written, verbal, digital platforms)
- Strong relationship building skills, acting as both mentor and "critical friend"
- Full Drivers Licence

DESIRABLE CRITERIA

- FA Coach Developer qualification or equivalent
- Experience working with historically underrepresented groups in sport
- Knowledge of workshop delivery programmes such as FA Stepping Over the Sideline
- Previous involvement in club engagement initiatives or grassroots development
- Strong reflective practice and coaching philosophy

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE STRATEGIC PRIORITIES DESCRIBED BELOW.

STRATEGIC PRIORITY	OBJECTIVES
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> • Evolve the youth game. • Improve team-based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> • Sustain and grow more playing opportunities in schools. • Create more team-based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> • Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> • Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> • Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. • Help clubs to become more sustainable. • Support the current and future generation of club leaders. • Equip clubs to add value to their local communities.
CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none"> • Make it easier to find information and opportunities to play, volunteer and learn. • Improve our customer service and communications. • Develop our digital tools to make running the game easier. • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none"> • Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.

FA BEHAVIOURS

PROGRESSIVE - We embrace new thinking in the pursuit of continuous improvement, Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge

RESPECTFUL - We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions and values Inclusive - We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative Determined - We are tenacious and accountable to each other in serving the whole game and doing the right thing. Driven, Stamina, Tenacious, Focused, Resilient

EXCELLENT - The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations

WEST RIDING FA VISION AND VALUES

VISION: To create enjoyable experiences and help form lasting memories through football

VALUES:

- 1. Simple:** We keep our communication easy to understand and our processes uncomplicated
- 2. Transparent:** We make our decisions and actions open, honest and consistent
- 3. Accessible:** We are there for when our customers need us
- 4. Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference
- 5. Relevant:** We understand the views needs and expectations of everyone involved in the game
- 6. Care:** We are passionate about delivering an exceptional football experience

FURTHER INFORMATION

This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not require an enhanced DBS check.

For an informal conversation about the position available, please email



MAGGIE POWELL
Football Development Officer for Workforce
maggie.powell2@westridingfa.com

To apply, please complete the **APPLICATION FORM:**

[CLICK HERE](#)



This application form provides the Selection and Recruitment Team with key information directly relating to the requirements of the role advertised.

Shortlisting is outsourced to Howarths Employment Law. All applications will be scored against a consistent scoring matrix and West Riding FA will be provided with details of the highest scoring applicants. These applicants will be invited to interview.

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

Closing date:

10th December 12pm.

Interviews:

TBC

EQUALITY AND DIVERSITY

We (West Riding FA) are committed to equality and diversity. We strive to be fully representative of the community we serve by ensuring that all applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Please complete the [Diversity Monitoring Form](#). Completing this form is voluntary. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information detailed will be treated anonymously and not be shared with the Recruitment Panel for the role you are applying for.

We are committed to addressing individuals from historically underrepresented groups. We aim to tackle this inequality by shortlisting for interview a minimum of two additional* applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised roles only.

**these applicants are in addition to the total number of applicants agreed by the selection panel to interview.*

By completing this monitoring form, you are helping us stay relevant within grassroots football across West Riding and the wider region. As part of our continued commitment to equality, diversity, and inclusion we use the data collected in this form to shape our activities, policies, and practices.

SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK

The West Riding FA is committed to safeguarding children, young people, and adults at risk. All eligible roles are subject to an Enhanced DBS Check. This role does not involve regulated activity with children or young people under the age of 18yrs, within the context of the role or any subsequently related activities or responsibilities and does not require an Enhanced DBS check.



THE HOME OF OUR FOOTBALL

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CORINTHIAN

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The Equality Standard
A Framework for Sport

PRELIMINARY

#TOGETHER WE ARE FOOTBALL