



The FA Centres of Excellence

Staff Specifications

Director – Person Specification

Title: FA Girls' Centre of Excellence Director
Salary:
Location:
Responsible to:
Purpose of Post: To implement, oversee, monitor and evaluate the Girls' Centre of Excellence technical programme in line with FA criteria
Start Date:

Responsible for:

- The welfare of all players within the Centre of Excellence
- Ensuring the Centre operates to the required technical standards as stipulated by The FA
- Implementing a training and fixture programme in line with LTPD guidelines
- Providing high quality coaching to all 4 age groups (a minimum of 70% of the Director's time should be spent on direct coaching)
- Managing all other coaches and technical/administrative support staff involved in the running of the Centre
- Overseeing a continuous professional development programme, to include a comprehensive mentoring strategy, for coaches and support staff involved within the Centre of Excellence
- Ensuring the Centre of Excellence adheres to The FA standards for safeguarding children
- Monitoring and evaluating the performance of the Centre
- The submission of an annual business plan and twice yearly financial monitoring reports to The FA.

Key skills and experience required: Essential

- A Licence or Level 3/UEFA B Qualification – working towards the A licence within 3 years
- A recognised First Aid Qualification
- Criminal Records Bureau check
- Experience of coaching young players
- An appreciation and experience of mentoring and developing other coaches
- Understanding of the FA Women's and Girls player pathway
- An understanding and implications of Long Term Player Development
- Experience of managing individuals and teams
- Willingness to work weekends when required
- Ability to travel independently.

If you are interested in this position please send your CV with a covering letter to:

Closing Date:

Head Coach – Person Specification

Title: FA Girls' Centre of Excellence Head Coach
Salary:
Location:
Responsible to: Centre Director
Purpose of Post: To deliver practical football sessions in line with the Girls' Centre of Excellence technical programme
Start Date:

Responsible for:

- The welfare of players within their designated age group
- Providing high quality coaching and support
- Implementing a training and games programme in line with LTPD guidelines
- To support the development of the Assistance Coach

Key skills and experience required: Essential

- Experienced Level 2 Coach
- A recognised First Aid Qualification
- The FA CRB (Criminal Records Bureau) check
- Experience in coaching girls' football
- An understanding of current centre of excellence structures
- Have knowledge and understanding of child development and be sensitive to children's needs
- Willingness to work weekends and training events when required
- Own transport essential

Desirable

- Level 3/UEFA B Qualification
- An understanding of Talent Identification
- An appreciation of Long Term Player Development
- Attended the FA Youth Coaches Course
- Knowledge and understanding of working with young players
- Ability to work in a team environment
- Understanding of The FA Girls' & Women's player pathway

If you are interested in this position please send your CV with a covering letter to:

Closing Date:

Administrator – Person Specification

Title: FA Girls' Centre of Excellence Administrator
Salary:
Location:
Responsible to: Centre Director
Purpose of Post: To oversee all administration involved in running the Girls' Centre of Excellence.
Start Date:

Responsible for:

- All the administration duties to ensure the smooth running of the Centre

Essential Skills Knowledge and Experience

- Competent IT skills - familiar with Excel spreadsheets and Word
- Ability to organise, prioritise and meet deadlines
- First Aid Certificate
- FA Safeguarding Children Workshop Certificate
- An accepted Enhanced FA CRB (Criminal Records Bureau) Disclosure
- Experience in girls' football
- An understanding of current Centre of Excellence structures
- Have knowledge and understanding of child development and be sensitive to children's needs
- Willingness to work weekends and training events when required
- FA Equality Workshop Certificate
- Own transport essential

Desirable Skills Knowledge and Experience

- Ability to work in a team environment
- Understanding of The FA girls' & women's player pathway

If you are interested in this position please send your CV with a covering letter to:

Closing Date:

Welfare Officer – Person Specification

Title:	FA Girls' Centre of Excellence Welfare Officer
Salary:	
Location:	
Responsible to:	Centre Of Excellence Director
Purpose of Post:	To take responsibility for coordinating all aspects relating to safeguarding children within the Female Centre of Excellence and liaising with The Football Association where necessary
Start Date:	

Essential Skills Knowledge and Experience

- An accepted Enhanced FA CRB (Criminal Records Bureau) Disclosure and references
- Knowledge and understanding of child development and the ability to be sensitive to children's needs
- Ability to maintain a child centred approach when carrying out the Welfare Officer role
- Experience of dealing or working with young people
- Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate
- Ability to communicate effectively in different situations with people from diverse backgrounds
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations
- Commitment and ability to promote safeguarding children and sports equity principles
- Capacity to handle confidential information sensitively
- Willingness to work weekends and training events when required

Desirable Skills Knowledge and Experience

- An understanding of the current Centre of Excellence structure and the culture of football
- Ability to organise, prioritise and meet deadlines
- Experience of implementing policies, protocols and guidance
- Knowledge of statutory organisations working in child protection
- Previous Children's Services/police experience
- Ability to work in a team environment

Main Duties:

Promoting best practice

- To encourage the Female Centre of Excellence to discuss and implement The FA's Safeguarding Children best practice guidelines on: photography; organising travel, trips and tournaments; advice for players and appointing a club welfare officer
- To promote, support and encourage the benefits of the safeguarding children education and awareness programme
- To encourage the Centre of Excellence to seek children and young people's views and to take account of these views in the development and delivery of football activities within the centre
- To participate at meetings and events organised by the Centre of Excellence and The FA as appropriate (e.g. Induction evenings, FA continued professional development, FA Safeguarding Children Conferences)

Case Management

- To know who the CFA Welfare Officer is and how to contact them

- To receive and refer to Case Management, child abuse and poor practice concerns and take action as necessary in accordance with FA protocols and procedures and take any action as advised by the statutory agencies
- To ensure all referrals are recorded using the appropriate FA forms and paperwork and securely retained in accordance with FA policies and data protection legislation
- To ensure The FA Case Management Team and Centre of Excellence Director are fully informed and updated about the actions and progress on reported concerns
- To maintain agreed statistics for Case Management
- To seek advice from the FA/NSPCC Helpline if the CFA Welfare Officer is unavailable or in circumstances of child protection urgency
- To seek advice from local Children's Services or the Police in an emergency
- To seek advice and guidance either from the CFA Welfare Officer or FA Case Management Team on poor practice issues as necessary.

Implementation of relevant safeguarding legislation and HM Government guidance

- To ensure the Female Centre of Excellence implement and adhere to The FA's Safeguarding Children Policy and Procedures, making sure staff are aware of these policies and procedures
- To ensure the Female Centre of Excellence utilise The FA's best practice guidelines on recruiting volunteers and always requesting and following up references and that all staff and volunteers with direct access to children and young people complete a CRB Enhanced Disclosure via The FA CRB Unit.

Chartered Physiotherapist – Person Specification

Title:	FA Girls' Centre of Excellence Chartered Physiotherapist
Salary:	
Location:	
Responsible to:	Centre Director
Purpose of Post:	To deliver physiotherapy services to all players involved in the Girls Centre of Excellence. Promote and protect the health and wellbeing of all girls within the centre. Work within the Code of Conduct and Good Practice of the Chartered Society of Physiotherapy.

Start Date:

Responsible for:

- The welfare of players within the Centre of Excellence
- Providing assessment, treatment and functional rehabilitation of injured players.
- Clinical decision making process (fitness of player to train or play).
- Player education (injury prevention).
- Continuing Professional Development
- Communication regarding injury status and rehabilitation of players to coaching staff and parents.
- Medical records. All notes and records must be kept securely. All medical records must meet the standards set by the Chartered Society of Physiotherapy (CSP).
- Confidentiality. The physiotherapist must at all times abide by the CSP Rules of Professional Conduct.

Key skills and experience required: Essential

- Current Physiotherapy Degree
- Membership of the Chartered Society of Physiotherapy and Health Professions Council
- FA Emergency Aid Certificate
- The FA CRB (Criminal Records Bureau) check
- Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate
- Evidence of continuing education in sports medicine
- Previous experience in, and appropriate skills for, the delivery of musculoskeletal physiotherapy
- Have knowledge and understanding of youth player musculoskeletal development.
- Willingness to work evenings and weekends.
- Ability to communicate effectively with people from diverse backgrounds.
- Ability to travel independently.
- Ability to work in a team environment

Desirable

- Understanding of the FA Girls' & Women's player pathway
- Knowledge and understanding of working with young players
- Previous experience of working in sport
- Ability to organise and prioritise own workload

If you are interested in this position, please send your CV with a covering letter to:

Closing Date: