

The Albion Foundation

Worcestershire Football Development Co-ordinator – Job Specification



Purpose: To co-ordinate and oversee the football element of the Worcestershire programme, with a focus on development centres, open ability evening centres, school holiday courses and links to local grassroots clubs. To deliver regular sessions, including within a Primary School setting as part of the Primary Stars programme.

Responsible to: Worcestershire Development Officer

Salary: £18,000 - £20,000 (Plus additional ongoing CPD opportunities)

Duties:

- To oversee the planning, delivering and evaluating of the Worcestershire Player Development Centre/Academy programme, this entails hitting all targets set by line manager and growing the programme from its existing form.
- To oversee and coordinate the holiday courses and open ability evening sessions.
- To create and develop further links to local grassroots clubs.
- To ensure programmes run in-line with budgets set by line manager.
- To oversee quality of programmes from other delivery staff.
- To oversee promotion of programmes linking in with media department and other team members.
- To evaluate success and impact of programmes and complete reports where necessary, and implement improvements to increase impact and success.
- To deliver coaching/educational sessions to a wide range of local schools, clubs and organisations whilst promoting The Albion Foundation within the Community.
- Perform administration duties to support programmes, for example updating VIEWS with attendance information, distribution of information to schools and other organisations.
- Develop grassroots football by delivering coaching sessions in schools and community settings whilst strengthening links.
- Ensure all provision is delivered in a safe environment and all safeguarding regulations are followed.
- Ensure all equipment is prepared and suitable for each session, this includes first aid kits.
- Promote a positive and professional image at all times.
- Liaise with parents/carers, schools and teachers and other outside agencies.
- Any other duties deemed appropriate by Worcestershire Development Officer/Football Development Manager.

Person Specification

Area	Qualities	Essential	Desirable	Measured
Qualifications	Degree/A Levels or equivalent	✓		Application
	FA Youth Award		✓	Application
	UEFA B License	✓		Application
	Qualifications in any other sport	✓		Application
	AfPE Level 3 in Supporting the Delivery of PE & School Sport			✓

	Coaching Disabled Footballers Award		✓	Application
	FA Youth Module 2	✓		Application
	FA Emergency Aid or equivalent and Safeguarding Certificate	✓		Application
Knowledge	Knowledge of FA development initiative	✓		Interview
	Understanding of child protection and health and safety	✓		Interview
	Knowledge of business development and financial awareness		✓	Interview
	Basic understanding of marketing and promotion		✓	Interview
Skills	Able to communicate effectively with a range of people	✓		Interview
	Able to work in both a team and independently	✓		Interview
	Able to adapt coaching sessions to participants	✓		Interview
	Able to encourage motivate and enthuse young people to participate in football	✓		Interview
	Excellent planning and organisational skills	✓		Interview
	Basic IT skills to include Microsoft Office products	✓		Application and interview
Experience	A minimum of 4 years coaching experience	✓		Application/Interview
	A minimum of 2 years PE teaching experience		✓	Application/Interview
	Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application/Interview
	Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
	Accountable for an income generating project or initiative		✓	Application/Interview
Personal	Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/Interview
	A flexible attitude to working and willing to work evenings and weekends including some matchdays	✓		Application/Reference
	Hold a valid driving licence and have access to own transport	✓		Application
	Ambitious and driven	✓		Application/Interview
	Reliable and dependable	✓		Reference