

Version 2 Last Updated: 10.02.2020

Next Review: 10.02.2023

Job Title:	Football Development Officer
Reports to:	Community Manager
Accountable to:	Community Sports Coaches / Sessional Coaches / Volunteers
Contract Term:	(Full time, 37 hours) 1 year fixed term, you may be required to work outside of normal office hours, at evenings and weekends.
Location:	LNER Stadium, Lincoln, LN5 8LD
Salary:	£20,000
Date:	Sunday 1 March 2020

Job Purpose

This role will primarily be responsible for planning, coordinating, delivering and evaluating a range of the Foundation's football development initiatives. This will include but is not exclusive to: core offer holiday coaching courses, matchday coaching packages, undertake the role of programme lead across the Foundation's Player Development Centres, and delivery of revenue linked coaching programmes.

Programmes and activities managed and or delivered by the FDO will vary from time to time, depending on new opportunities that arise. The FDO will need to be pro-active in increasing the range of football development initiatives delivered by the Foundation, thereby increasing the Foundation's presence in local communities.

The FDO will be part of a team that is responsible for providing a high-quality service to Foundation customers and will work in partnership with clubs, schools and community organisations to deliver positive outcomes. The role will also include working on matchday activities and seasonal events, as and when required.

In addition, there is an expectation on the FDO to contribute to the further development of the work of the Foundation, whilst ensuring the quality and professionalism which is synonymous with the Foundation.

Key Responsibilities

Main responsibilities of the role include:

- Take responsibility for the day to day running of the relevant programmes and plan, coordinate and deliver them to the highest possible standard
- Develop positive partnerships with key partners (clubs, college, schools, facility providers, community organisations, etc.)
- Research other Trusts/Foundation running football development programmes. Arrange visits and share ideas and good practice
- Put in place appropriate quality assurance processes for programmes and activities. • Organise meetings, training and other initiatives as appropriate

- Engage and consult with local communities and partners in order to identify gaps in service provision and produce action plans to further develop and enhance the Trust's opportunities and services at a local level
- Ensure that when planning activities and programmes that the safeguarding of participants is at the heart of the process and that safeguarding policies and procedures are always being adhered to
- Ensure that any coaching staff working on the programmes you are responsible for are taken through the necessary DBS check and that they are suitably qualified to deliver the coaching whilst also holding valid Emergency Aid and Safeguarding Children certificates
- Ensure that all health and safety procedures are in place for activities/programmes and that risk assessments have been completed
- Ensure that programme data is stored in a secure location and that project staff always adhere to guidelines and policies
- Work with relevant staff and external agencies to ensure high quality marketing and promotional materials are produced and meet relevant brand guidelines
- Positively promote relevant community activities and programmes
- Ensure programmes planned are financially sound and sustainable
- Seek to achieve budget targets for income and expenditure for relevant programmes.
- Liaise with relevant Foundation staff regarding the recruitment of sessional coaching staff, ensuring that you are always adhering to the HR policies/procedures and the safer recruitment process. This includes collating all HR documentation such as reviewing job applications, qualifications, references and ensuring DBS checks are in place
- Manage, support and develop sessional coaches/volunteers. Provide them with training, advice and guidance
- Ensure that relevant programme activities are recorded via the Foundation's online monitoring systems (VIEWS), or other similar systems as deemed appropriate, to help measure the success of projects
- Ensure that reports, statistics and case studies are provided to any relevant funders and senior Foundation staff, as and when required
- Encourage staff to consult with and gain feedback from service users and parents/carers so as to gain insight and help support ongoing service improvement.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Education/Qualifications	
FA Level 2 Certificate in Coaching Football	Essential
FA Safeguarding Children Certificate (in date)	Essential
FA Emergency First Aid Certificate (in date)	Essential
Exposure to FA Youth Module courses through the previous or current FA coach education pathway	Essential
Level Three (UEFA B) Certificate in Coaching Football, or currently enrolled on a Level Three (UEFA B) Course	Desirable
afPE Level 3/5 – Supporting the delivery of PE and School Sport	Desirable
Multi- Skills Level 2 Certificate	Desirable
Relevant teaching qualification (CTTLS/QTS/QTLS)	Desirable
Knowledge and Experience	
At least two years' experience of working in football/sports development, including running and managing projects and events	Essential
Understanding of current football and sports development initiatives	Essential
Knowledge of how to secure funding to support delivery of new projects and event	Essential
Understanding of national strategies relating to football and sports development	Desirable
Experience of coaching Foundation stage footballers, developing players and providing positive learning environments	Essential
Experience of supervising staff/volunteers	Desirable
Experience of working with budgets	Desirable
Experience of writing development plans, work programmes and reports	Desirable
Skills and abilities	
Proficient IT skills	Essential
Ability to work on own initiative	Essential
Excellent communicator	Essential
Excellent organisational and planning skills	Essential
Focused and results orientated	Essential

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Committed, self-motivated and driven	Essential
Strong commitment to high quality delivery and customer service	Essential
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	Essential
Able to work within a diverse community and draw on individual strengths to promote equality & diversity	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Essential
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements	Essential