

Islington Football Development Partnership

Whittington Park Football Foundation Bid: Football Development Officer Job Specification

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| Job Title: | Football Development Officer |
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Summary of role:

To implement, deliver and evaluate football development programmes and initiatives linked to the Whittington Park artificial pitch. To be responsible for the practical delivery of the Whittington Park Football Development Program. To report back to the Football Development Manager.

Main Responsibilities:

1. Prepare, deliver and evaluate football coaching sessions.
2. Provide a professional, friendly and welcoming environment to nurture development.
3. Promote the sound ethics of fair play and honest endeavour through the setting of standards and the positive example of a good role model.
4. Ensure the welfare of young people remains paramount, through good working practices.
5. Implement schemes which contribute to combating anti social behaviour and provide a fulfilling and engaging diversion away from crime.
6. Ensure that all sessions adhere to equal opportunities, child protection and health and safety policies.
7. Maintain high standards of customer care.
8. Ensure that the programme is being delivered as advertised.
9. Link with other groups, programs or opportunities to enrich the program of activities or the playing experience for the participants.
10. Record, retain and monitor key information such as registers, consent forms and attendance sheets.
11. Produce simple reports and summaries on activities and programs.
12. Promote the wider program and objectives of the Islington Football Development Partnership and it's constitute partners.
13. Provide advice and support to coaches and assistants.
14. Organise and delegate tasks appropriately, remembering to follow up on delegated duties
15. Attend staff and other meetings as required.
16. Attend relevant training sessions, courses and seminars.
17. Take personal responsibility for decisions made and actions taken where necessary, remembering integrity, openness and fairness.
18. Consult with the line manager on any decisions or issues that are not clear or need further information/verification.
19. Any other duties as delegated by the Football Development Manager.

JOB / PERSON SPECIFICATION

JOB TITLE: Football Development Officer
HOURS: 20 per week. Hours to be agreed according to the delivery program but will include some evening/weekend work.
SALARY: £10,000 approx.

| CRITERIA | ESSENTIAL | DESIRABLE |
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| EDUCATION and TRAINING | Completed Football Association Level I Coaching Certificate and/or working towards F.A. Level II. Attended F.A. Child Protection Workshop within the last three years. Current (within the last three years) First Aid qualification. | Completed F.A. Level II Coaching Certificate Working towards Level III |
| EXPERIENCE RELEVANT TO POST | Minimum one year's football coaching experience. | Two-three years coaching experience with clubs and/or youth groups |
| | Experience in dealing with challenging behavior. | Experience in working with youth or referral groups. |
| SKILLS & ABILITIES | Punctual and reliable | |
| | Appropriate professional conduct during all sessions. | Appropriate professional conduct within a variety of football development environments. |
| | Good knowledge of football session planning and programming. | Knowledge of the football development pyramid. |
| | Ability to provide coaching at a variety of levels. | Understanding of the different learning and coaching styles. |
| | Understanding of the positive influence on young people of participation in football. | Understanding of the part football has to play as part of the wider community. |
| | Ability to establish positive relations with colleagues, council officers and partner organisations. | Ability to build new links with other organisations. |
| | Good verbal & written communication skills | Ability to compile short reports. |
| | Basic IT Skills with an understanding of Microsoft Word and Excel. | Good knowledge and use of Microsoft Word, Excel and Access. |

The post is subject to an enhanced Criminal Records Bureau check and satisfactory references.



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