



## JOB DESCRIPTION

<b>Job Title:</b>	Coach Development Officer (Women's & Girls' Football)
<b>Department:</b>	Sport St Mary's
<b>Reports To:</b>	Sports Development Manager (St Mary's University) & Head of Women's Coach Development (FA)
<b>Grade:</b>	Band G
<b>Pay Spine:</b>	Spinal Point 26
<b>Salary:</b>	£28,936 - £33,518 per annum
<b>Hours:</b>	Full-time (36 hours per week, 52 weeks per year)
<b>Term:</b>	Fixed-term (until 31 <sup>st</sup> July 2020)
<b>Annual Leave:</b>	20 working days, increasing to 25 working days after five complete years of service in addition to statutory Bank Holidays and University closure days.

### Background:

St Mary's University is one of 8 Women's Football High Performance Centres nationally and the role holder will support the development of the Women's Football High Performance Centre at St Mary's. As a Women's Football High Performance Centre, St Mary's University will provide the ideal educational and community based setting to help the FA achieve the goals outlined in the 'Gameplan for Growth' strategy for Women's football. This role will be part of the Sports Development team and will support the growth of women's football both at the University and in the London/South East region.

The role holder will work with a range of internal partners including the School of Health and Applied Science, the Sport Education programmes, and the Partnerships team to support the enrichment of the student experience and satisfaction at St Mary's, whilst boosting graduate outcomes and employability. St Mary's has a wide knowledge base in football and the wider coaching domain, offering a Foundation degree programme in Football Education, Coaching & Development in partnership with Chelsea FA Foundation, Sports Coaching Degree and 13 other sports related degree programmes, whilst the Women's Football First Team is top ranked team in London and competes in the BUCS Premier South League. The role holder will collaborate with key stakeholders to provide high quality learning environments to develop and inspire the current and next generation of women's football coaches and talented athletes.

### Job Purpose:

- St Mary's University in collaboration with the FA, are seeking an accomplished individual to lead and drive the development of coaches in the London & South East region, working at both grassroots and the elite level of the women's and girls' game.
- The role holder will work with a range of internal and external partners to help develop, implement and co-ordinate a delivery plan for the St Mary's Women's Football High Performance Centre.

- To drive collaboration between St Mary's University, local football providers and Middlesex & Surrey County FA, to support the successful development of a creative & effective coach development programme to provide female players with consistent and fit for purpose coaching.

### **Main Duties and Responsibilities:**

- Recruit, develop and provide deployment and mentor support, for coaches from the university and local catchment area.
- Produce and own a Development Plan for the region: Initiated by a mapping exercise to identify the coaching landscape - number of coaches, qualifications, where they are active as well as highlighting the gaps, the 'hot spots' and the specific coaching needs for the area. You will establish a working group consisting of key stakeholders to develop and monitor the plan. You will be expected to communicate & develop relationships with stakeholders across the region to promote and deliver the Development Plan.
- To work with the Regional Coach Education Officers (FA YCDs, NCDs, CCDs, Mentors, Tutors) to ensure that County FAs, leagues, clubs and the HEI's work collaboratively in our endeavour to increase both the number of qualified female coaches and BAME & Disabled coaches at grassroots level; also ensuring effective resourcing and support is in place for those who aspire to coach and obtain qualifications at the elite level.
- Work strategically with the FA, Middlesex & Surrey County FA and St Mary's University academics to create a 'coaching framework' which will underpin all coach development initiatives in support of the women's and girls' game.
- To contribute to the development of appropriate coach education modules, resources and CPD which meets individual coaches and club needs in the women's and girls' game.
- In conjunction with Middlesex & Surrey County FA, establish a coach networking group to allow sharing of best practice.
- Ensure your work with coaches and players is aligned to the FA strategic plan including the skill development value of Futsal, the FA Future Game, the England DNA and promote FA Coaching, teaching and learning philosophies.
- Track and analyse delivery of the Coach Development Plan and share good practice across the FA Women's High Performance Football Centres & Community Football Hubs.
- Develop links with Regional Talent Centres, Academy programmes & FA WSL clubs in the region, providing talented players with an environment to facilitate both their academic and football ambitions through the provision of a variety of services such as, coaching, sports science and sports medicine and scholarship opportunities.
- Facilitate the hosting of FA Talent Pathway activity on the university site e.g. Performance Hubs, Regional Excellence Camps.
- Contribute to the development of the women's football programme at St Mary's with an emphasis on attracting and supporting talented athletes.
- Work with colleagues and stakeholders to identify work placement opportunities for students.
- To deliver participation and workforce targets as set by the Sports Development Manager & the FA Head of Women's Coach Development, providing regular reports on key activities & KPI's.
- Any other duties which may be reasonably required from time to time and which are commensurate with the post.

## PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Assessed by		
		Application	Interview	Skills Test
<b>Knowledge and Qualifications</b>				
Understanding of FA LTPD-4 corner model.	E	X	X	
Complete understanding of FA DNA, coaching and learning philosophies.	E	X	X	
Understanding of the FA Women's Football Strategy & National Game Strategy.	E	X	X	
Significant experience in Sports/Football Development.	E	X	X	
Sensitive to development needs of adult learners.	E	X	X	
Experience of Grassroots Football.	E	X	X	
Experience in Player Development.	E	X	X	
Experience in Coach Education and Coach Development.	E	X	X	
Team/Player Coaching experience.	E	X		
Experience of developing young Player/Coach – related programme.	E	X		
UEFA B Coaching Licence.	D	X		
FA Coach Educator at Level 1 and /or FA Youth Award.	D	X		
FA Youth Award Tutor at Mod 1 and or 2.	D	X		
Qualifications and/ or experience in a child related profession.	D	X		
Experience of working and supporting CFAs.	D	X		
Experience and understanding of working in/with a HEI.	D	X		
Good links and relationships with County FAs, Coaches, Schools, Clubs and key stakeholders.	D	X		
Experience of mentoring coaches.	D	X		
<b>Skills and Abilities</b>				
Work as a team member-but ability to work independently.	E	X		
Work Strategically to develop delivering partners.	E	X	X	
Modern, progressive approach to coaching and learning.	E	X	X	
Management and leadership skills.	E	X	X	
Excellent communication skills.	E	X	X	
Ability to develop, prioritise, evaluate work programme to best meet the FA group objectives	E	X		
Modern, progressive approach to coaching and learning.	E	X		
FA Youth Award.	D	X		
Ability to work with coaches in line with UEFA/FA syllabi.	D	X		

### University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

## **Disclosure and Barring Service check**

Candidates should note that a disclosure from the Disclosure and Barring Service will be requested in the event of a position being offered. St Mary's University supports the Disclosure and Barring Service Code of Practice (a copy is available upon request). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). More detail is available in the attached policy on the employment of ex-offenders.

**St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.**

### **Policy Statement on the employment of ex-offenders**

- As an organisation using the Disclosure Barring Service (DBS) disclosure service to assess applicants' suitability for positions of trust, St Mary's University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- St Mary's University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate and confidential cover to a designated person within St Mary's University and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows St Mary's University to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in St Mary's University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.