

The Albion Foundation

Female Youth Engagement Coordinator

Job Description



Job Title:	Female Youth Engagement Coordinator
Reports to:	Kicks Manager
Location:	The Albion Foundation, Ford Street, B67 7QY and various community venues surrounding WBA FC
Contract Term:	Fixed Term - 12 months
Hours of work	37.5 hours
Salary Band:	£21,000 - £24,999
Job Purpose	
<p>To coordinate and promote sessions primarily for females within the local community of West Bromwich Albion FC in the Sandwell borough.</p> <p>This will include planning, monitoring and evaluation of sessions and activities. This is to help grow, maintain and enhance the quality of the provision on offer for females.</p> <p>The successful candidate will implement a mix of new and existing programmes, working primarily with females and lead on programmes to embed leadership qualities and physical exercise.</p>	
Duties and responsibilities	
<ul style="list-style-type: none"> • To be accountable for the growth of Female provision within the Community, funded by Premier League Kicks, Premier League Inspires, Premier League Changemakers and any other female specific funds. • To develop and deliver high quality 12-week Female Leadership courses (PL Changemakers) and provide a smooth transition into voluntary or playing pathways. • To deliver high quality football activities and alternative sports to widen the female community offer to increase playing opportunities. • To be accountable for the training, recruitment, development and team management of The Albion Foundations Casual Female football coaches. • Identify and transition talented female players to join the most appropriate session within the girl's playing pathway. • To work where possible with the Girls Football Lead and Casual Girls Football coaches to develop and embed a transparent playing pathway appropriate for all abilities. For Example, Premier League Kicks girls' football, Player Development Centres and Central Warwickshire Girls football League teams. • To work with the Kicks Manager to establish new, innovative methods to engage and sustain young females. For example, Camps, school festivals, individual development plan training sessions and school leadership courses. 	

General

- Ensure the Women & Girls department compliments strategically and operationally West Bromwich Albion Football Club and The Albion Foundation.
- Work with schools, colleges and University to develop further initiatives and opportunities across curriculum and beyond.
- Develop resources that support professional development of staff within the Foundation and participants of the programme where necessary.
- To be able to work flexible and unsociable hours where the role of the job requires.
- Any other duties as commensurate with post holder's role and abilities.

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Personal Specification



	Essential	Desirable
Qualifications		
Degree or equivalent qualification		✓
FA Level 2 Coaching Football	✓	
First Aid Qualification	✓	
Knowledge		
Knowledge of local communities and demographics		✓
Understanding of child protection and health and safety	✓	
Understanding of Prevent and characteristics of targeted groups		✓
Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate or equivalent	✓	
In date DBS	✓	
Skills		
Able to communicate effectively with a range of people	✓	
Able to work in both a team and independently	✓	
Able to adapt sessions to participants	✓	
Able to encourage motivate and enthuse young people to participate in activities	✓	
Excellent planning and organisational skills		✓
IT skills to include Microsoft Office products		✓
Experience		

Must be a good practitioner and have proven track record of coaching within the girls and women's game	✓	
An appreciation and experience of mentoring, leading and developing young females	✓	
Experience of coaching young players	✓	
Experience of planning and delivering educational sessions in a school environment		✓
Working across a public, private and voluntary sector in a multi-agency approach	✓	
Activity planning and a sound knowledge of the workings of a football club	✓	
Personal		
Ability to work efficiently on own initiative and maintain a high standard of work	✓	
A flexible attitude to working	✓	
Hold a valid clean driving licence and have access to own transport	✓	
Reliable and dependable	✓	