

## Football Development Coordinator – Job Description

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.

A Proud Albion Family, Engaged, Inspired and Achieving its Potential.

Making a measurable difference in the heart of our community.

We Care About Making a Difference.

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.

<b>Job Title:</b>	Football Development Coordinator
<b>Reports to:</b>	Football Development Manager
<b>Contract term:</b>	Fixed term contract of 12 months, 37.5 hours.  You will be required to work outside of normal office hours, including evenings, weekends, and public holidays. E.g., Monday – Thursday 10am – 6pm, Friday mornings and Saturday mornings.
<b>Department:</b>	Active Lifestyles
<b>Salary:</b>	£25,000 - £28,999.

### Job purpose:

To coordinate the FD programme, including responsibility to achieve OKR's set by the Football Development Manager.

To effectively line manage members of staff, in order to organise events and quality assure the programme in line with the OKR's set.

To support the delivery of high quality, structured football sessions, evening centres, football camps, WBA Match Days and all aspects of the football pathway within the Active Lifestyles department.

To assist in the planning, delivery, monitoring and evaluation of sessions and activities.

### Key responsibilities:

The Football Development Coordinator will:

- To support with the delivery and coordination of Football Camps/Match Day Packages/Pre-Academy/PDC/PDA, Post 16 programmes, Football Development projects and some of the WBA One offer in line with Albion Foundation's high-quality standards and framework.
- To have excellent communication with parents, carers and key partners across the Football Development projects that we run.
- To be able to develop a robust set of OKR's in line with the football development manager, including financial, quality assurance and line management targets.
- To effectively line manage or mentor members of the team and quality assure delivery in line with the TAF protocols or expectations.
- Contribute to ensuring all provision is delivered in a safe environment and all safeguarding and first aid regulations are adhered to by reporting issues to the session lead. All safety plans that are necessary are pre-planned.
- Assist the completion of the necessary monitoring requirements including attendance registers and participant.
- Data capture and Views.
- Always promote a positive and professional image including appearance and punctuality etc.
- Understand Albion Foundation projects and encourage additional participation.
- Attend performance reviews and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.
- Maintain a commitment to CPD in line with Senior Management expectations.
- Ensure all equipment is prepared and suitable for each session, this includes first aid kits.

#### **For all Albion Foundation staff**

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

**Football Development Coordinator – Person Specification**

<b>Education &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
Degree/A Levels or equivalent		✓	Application
Minimum Level 2 Qualification in any other sport	✓		Application
UEFA B/ Level 3 or working towards	✓		Application
FA Emergency Aid or equivalent and Safeguarding	✓		Application
In date enhanced DBS (update service)	✓		Application
<b>Knowledge &amp; Experience</b>			
Knowledge of local communities and demographics		✓	Interview
Understanding of child protection and health and safety	✓		Interview
Understanding of prevent and characteristics of targeted groups		✓	Interview
Understanding of PE and school sport and the National Curriculum	✓		Application
Experience of working with young people	✓		Application/Interview
Experience of a minimum of 2 years working in a Football or sport setting	✓		Application
Experience of working with young people who may pose challenging behaviours		✓	Application/Interview
Experience of evaluating the effectiveness sessions and programmes	✓		Application/Interview
Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
<b>Skills &amp; Abilities</b>			



Be part of our family

Able to communicate effectively with a range of people and age groups	✓		Interview/Practical
Able to work in both a team and independently	✓		Interview
Able to adapt sessions to participants to suit their talent and age group	✓		Interview/Practical
Able to encourage motivate and enthuse young people to participate in football	✓		Interview/Practical
Excellent planning and organisational skills	✓		Interview
Basic IT skills to include Microsoft Office products	✓		Application/Interview
<b>Personal</b>			
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 matchdays	✓		Application/Reference
Hold a valid driving licence and have access to own transport	✓		Application
Reliable and dependable	✓		Reference
<b>Equality &amp; Diversity</b>			
Must be able to recognise discrimination in its many forms and adhere to Foundation's Equality policies	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview
<b>Additional information</b>			
This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.			

TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.

**All staff are expected to:**

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.