



Job Description

Job Title:	Female Development Officer
Location:	Kidderminster Harriers FC, Hoo Road, Kidderminster
Salary:	Competitive (Full Time to be discussed at interview)

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- To manage the KHFC Girls Football Academy in conjunction with BMet College.
- To oversee the planning, preparation and delivery of the KHFC Girls Football Academy (including a complete training and games programme) in conjunction with the KHFC Academy Manager
- To coach KHFC Girls Football Academy Team on a daily basis.
- To recruit, supervise and mentor all students that are part of the KHFC Girls Football Academy.
- Develop an in depth girls football programme across the club (linking with KHFC Ladies FC, Football in the Community and KHFC Youth teams)
- Develop incentives that attract females to the football club (match days and/or social events)

REPORTS TO:

Chief Operating Officer

MAIN DUTIES:

The post-holder will be expected to:

1. Coach/Manage the KHFC Girls Football Academy and accompany them to their matches under the direction of and reporting to the Chief Operating Officer (KHFC) and Department Manager (BMet, Centre of Sporting Excellence)
2. Work closely with the KHFC Academy Manager to enhance the clubs girls programme
3. Supervise all players and coaches during training sessions & games.
4. Be responsible for the recruitment of new players on an annual basis (numbers to be agreed with annually by KHFC and BMet)
5. Prepare equipment for and lead/supervise on coaching sessions and matches.
6. Maintain training and match records that include registers and session plans.
7. To work with current partners for the development of the football programme.
8. Plan and carry out pre-season and post season activities.
9. Plan weekly games with opposing colleges (including booking buses and officials).
10. Hold regular meetings with academic staff to deal with potential issues or student attendance.

11. Attend relevant team and departmental meetings.

General

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in club staff reviews and development schemes in conjunction with BMet College.
2. Compliance with all club policies and procedures.
3. Comply with all legislative and regulatory requirements.
4. To promote a positive image of KHFC and BMet College.
5. Any other duties commensurate with the level of the post, which may be required from time to time including evening and weekend work.



Person Specification

Job Title:	Female Development Officer
Department	Football

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C = Certificate

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Relevant professional qualification. UEFA B Coaching Licence.	A / C
D	UEFA A Coaching Licence	A / C
E	FA Youth Modules Level 1 and 2	A / C
D	FA Youth Module Level 3	A / C
D	Full clean Driving Licence.	A / C
E	D1 Qualification or willing to undertake relevant test	A / C
E	First Aid & Safeguarding Qualifications	A / C
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of contributing to player engagement and development plans	A / I / P
E	Experience of managing teams of players aged 16 +	A / I
E	Experience of coaching a diverse player group within a relevant environment	A / I
E	Experience of liaising with variety of external agencies and local/national governing bodies e.g. the Football Association, AoC Sport, ECFA etc	A / I
E	Relevant up to date subject knowledge.	A / I
E	Experience of working within the FE Sector.	A / I

Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	A sound understanding of current coaching techniques relevant to youth football.	I
E	Ability to develop a periodised plan for the KHFC Football Academy.	I
E	Ability to motivate, inspire and lead a team and promote competition within the player group.	I
E	An ability to relate to, and empathise with, players of all ages and backgrounds.	A / I
E	Ability to communicate with a wide range of individuals including players, staff and external organisations.	A / I
E	Excellent front line customer service skills – patience, tact, sensitivity.	A / I
E	Be able to deal with people in a calm and courteous manner.	A / I
E	An ability to review game situations and provide feedback to the players and other coaching staff.	I
Behavioural, Values & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Commitment to the club support and promotion of Equality and Diversity .	A / I
E	Committed to child protection and the promotion of a safe environment for children and young people to learn in.	A / I
E	Enthusiasm and confidence in establishing internal and external partnerships	A / I
E	Committed to Professional development	A / I
E	Committed to delivering outstanding performance	A / I