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| **Role Title:** Female Football Development Co-Ordinator | **Salary:** £25,000 |
| **Hours:** Minimum 37.5hrs per week | **Reports to:** Football Development Manager |
| **Other Details:*** Full UK Driving License and access to a suitable vehicle required
* Subject to an enhanced DBS check
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| **The Female Football Development Coordinator** will support the organisation football offering for all girls and women across Coventry and Warwickshire. The successful candidate will be responsible supporting the development of our Girls and women’s Football programmes, including the FA Talent identification programme and emerging talent centre. In addition to this, the coordinator will also coach and lead delivery on several our key girls’ Football Programmes.**Roles & Responsibilities:*** Lead and inspire an environment where any player is welcome, and possibility is encouraged via a systemic approach to emerging an undeveloped talent potential
* To deliver on the Ultimate Goals of the Female Emerging talent Centre (ETC) programme including increasing the quality and diversity of players whilst ensuring any young player with potential can access the centre.
* Play a key role in making the ETC a place where players learn, have fun, and develop a love for the game
* Protect the ETC’s Ultimate Goal of a late specialisation remit
* Drive a non- selective philosophy through dual registration practice supporting the Ultimate Goal of increased playing time, varied and enhanced football experiences
* Play a key role in ensuring the ETC contributes positively to its local sporting and wider community
* Lead the development – and oversee the delivery of - the ETC’s player development philosophy
* Ensure the ETC’s coaching programme adheres to or exceeds FA ETC licence requirements

Be an advocate and guardian of the women’s game. * To develop and promote female football, within Schools, community, and PL Kicks sessions
* Support Sky Blues in the community on all SBITC activities.
* Coach/Manage on the Sky Blues in the Community player development programme
* Design and periodically review coaching curriculum
* Seek input and respond to feedback from other coaches in the development and the delivery of the coaching curriculum
* Oversee ETC coaches in their planning, preparation, and evaluation of their coaching sessions
* Plan, prepare and evaluate own coaching sessions
* Oversee the work of coaches to ensure ETC practice supports player engagement in their learning and development, ensuring players:
	+ are encouraged to ask questions and seek feedback for improvement and clarity
	+ are encouraged to have input to footballing decisions and their own learning process.
	+ are communicated the why’ as well as ‘what’ of decisions
	+ know and understand the purpose and ‘why’ of training sessions
* Lead and support the player selection policy alongside the ETC’s Talent Identification Plan ensuring accessible opportunities for potential players.

**General:**This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisationAll employees may be required to undertake any other duties as may be responsibly requested**Equality Code of Practice –** Sky Blues in the Community we are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone’s freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee, or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook**Safeguarding Statement**Sky Blues in the Community (SBITC) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk. The Community Scheme fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities.   It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm. Safeguarding is everyone’s responsibility  |
| **About Sky Blues in the Community (SBitC):**Based at the CBS Arena Stadium, we the official charity for Coventry City Football Club. This puts us in a unique position to address local priorities and national issues using the branding of the football club to impact positively in our community. We see it as our responsibility to utilise our position for the benefit of the community across Coventry & Warwickshire and have a positive impact in our local area. With that in mind, the vision for the organisation is *‘Change lives in our local community’.* This vision is supported by our organisational mission statement, which is *‘Use the reach and appeal of Coventry City Football Club to ‘make a difference’ to the lives of people across Coventry and Warwickshire’.* We are actively looking to contribute to local, regional and national priorities, using Coventry City Football Club to positively impact on a range of agendas such as physical activity, health and wellbeing, community safety, community cohesion, employment and skills. To focus and influence the work of SBitC in achieving our mission and supporting tackling local priorities, our work is categorised under four core themes, each with their own headline goal: * Sport – Engage people of all ages and abilities in sport and physical activity
* Health – Promote healthy behaviours, empowering people to take control of their own health and well-being
* Education – Inspire learning and personal development to raise aspirations, attainment and achievement
* Inclusion – Provide opportunities for people and communities that face common barriers
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| **Person Specification** |
| **Qualities** | **Essential** | **Desirable** | **Measure** |
|  | FA Level 3 in Coaching (or above, or enrolled) | ✓ |  | Application |
| Qualification or Teaching experience |  | ✓ | Application |
| Educated to degree level standard in related subject. |  | ✓ | Application |
| Up-to-date Safeguarding and First Aid Qualifications | ✓ |  | Application |
| Approachable | ✓ |  | Application |
| Strong interpersonal skills for communicating with a range of people and partners | ✓ |  | Application & Interview |
| Excellent planning, organisational & time-management skills | ✓ |  | Application & Interview |
| Competent IT skills (including Microsoft Office) | ✓ |  | Application & Interview |
| Ability to work under own initiative and meet timescales | ✓ |  | Interview |
| Ability to work collaboratively with a range of partners for common goals |  | ✓ | Application |
| Experience of leading a team of people | ✓ |  | Application |
| **Knowledge and Experience** | Relevant knowledge of sport/ community and education development (particularly in the football industry). | ✓ |  | Application & Interview |
| Knowledge of the Primary, secondary and FE School Curriculum  | ✓ |  | Interview |
|  A background in Talent Development | ✓ |  | Application & Interview |
| Experience of working within a community focussed setting | ✓ |  | Application & Interview |
| Comprehensive understanding of the importance of providing a high-quality experience for customers | ✓ |  | Application & Interview |
| Experience of creating and managing programmes to facilitate young players’ long term athletic development | ✓ |  | Application & Interview |
| Knowledge and awareness of diversity and equality challenges in football | ✓ |  | Interview |
| Understanding of safeguarding, health and safety and equality principles, policies and procedures |  | ✓ | Interview |
| Experience of data collection for monitoring and evaluation purposes.  | ✓ |  | Application & Interview |
| Experience of roles which have brought understanding of how children learn and develop (e.g., teaching) | ✓ |  | Application & Interview |
| Experience of working within a budget, following financial processes (such as cash handling) |  | ✓ | Interview |
| **Other** | Full UK Driving Licence & access to a suitable vehicle for work | ✓ |  | Application & Interview |
| Positive attitude to work & dedication to making a difference | ✓ |  | Interview |

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| SBITC believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance.  SBITC will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.**Commitment**SBITC is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by: * Adopting a pro-active approach in preventative work.
* Having clear polices which are audited and reviewed annually.
* Vetting all staff and volunteers.
* Providing regular training to ensure staff can identify concerns and are confident when responding, reporting, and recording.

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| * Embedding safeguarding as a priority throughout the Charity.
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| The GDPR 2018 and Data Protection Act 2018 (“the Act”) set out certain requirements for the protection of your personal data (and sensitive personal data) against unauthorised use or disclosure. The Act and GDPR also give you certain rights. Except to the extent, we are permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purposes of assessing your application, personnel administration and statistical analysis. Your information will only be handled by authorised personnel and will be held on a manual file. It may also be entered in its current or altered format onto the organisation’s computerised database. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be held for no longer than is necessary, in line with SBITC Data Retention Policy, after which time it will be destroyed. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. For more information about how Sky Blues in the Community handle your personal data, you can obtain a copy of our Privacy Policy by emailing: sbitc@ccfc.co.uk SBITC is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made based on merit.The following policies are available [Community - Coventry City (ccfc.co.uk)](https://www.ccfc.co.uk/community/)-Privacy Policy-Safeguarding Policy-Equality,Diversity and Inclusion Policy-GDPR/Data Protection Policy-Safer Recruitment |

For Application form email:- Shaun.Pierce@sbitc.org.uk

Closing Date:- Tuesday 3rd January 2023