

## Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

<b>Position Details</b>	
<b>Faculty/Professional Support Service</b>	[ Services Group ]
<b>School/Department</b>	[ Facilities ]
<b>Division/Section/Unit</b>	[ Sports Services ]
<b>Job Title</b>	[ Coach Development Officer ]
<b>Vacancy No</b>	[ Recruitment Team ]
<b>Grade</b>	[ 7 ]
<b>Hours of Work</b>	[ 35 hours per week ]
<b>Contract Duration (Perm/Fixed Term)</b>	[ Fixed-term ]
<b>Reports To (Job Title)</b>	Manchester Metropolitan Head of Development (Sport) & Audrey Cooper, FA Head of Women's Coach Development ]
<b>Responsible For (Job Title)</b>	[ N/A ]

<b>Principal Accountabilities</b>
<p>The HEI in collaboration with the FA, are seeking an accomplished individual to lead and drive the development of coaches in the Manchester region, working at both grassroots and the elite level of the women's and girls' game.</p> <p>The post will be employed by Manchester Metropolitan University, but the project is a collaboration between Manchester Met and the University of Manchester, and as such the role will work across both sites</p> <p>To drive collaboration between the universities of Manchester Metropolitan, University of Manchester, local football providers and the Manchester County FA, to support the successful development of a creative &amp; effective coach development programme to provide female players with consistent and fit for purpose coaching.</p> <p>To develop the women's and girl's football offer across both HEIs, with specific focus on developing the student workforce; coaches, officials and sport science support.</p> <p>To support the Football Development Officer and Performance Sport Manager at both HEIs in developing the football offer from participation to performance.</p>

## Key Tasks

To recruit, develop and provide deployment and mentor support, for coaches from the university and local catchment area.

To 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. To communicate with & develop relationships with key 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.

To work strategically with the FA, Manchester County FA(s) and HEI coaching 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 the Manchester County FA, establish a coach networking group to allow sharing of best practice, which supports the work of the Manchester Higher Education Football Group.

To ensure 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.

To 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.

To facilitate the hosting of FA Talent Pathway activity on the university site e.g. Performance Hubs, Regional Excellence Camps.

Any other duties which may be reasonably required from time to time and which are commensurate with the post.

To work cooperatively and inclusively with others ensuring participation within teams and across different divisions to support the achievement of The FA Group's objectives.

To complete work to high standards and continually looks for ways of improving performance and customer service.

To persuasively communicate with others to gain support and 'buy in' for ideas.

To identify various options and look at issues from a variety of perspectives before determining the best solution and making a decision.

## Special Features

HR Only

An enhanced CRB check will be required upon appointment.

## Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Attributes		Item	Relevant Criteria	Rank
1	Skills & Abilities	1.1	The ability to work both independently and as an active member of a team.	E
			The ability to provide leadership within a team.	E
			Excellent verbal and written communication skills.	E
			Ability to develop, prioritise and evaluate work, ensuring an effectively managed workload.	E
			Able to work strategically to develop delivering partners	E
			Possess a modern, progressive approach to coaching and learning	D
			Ability to work with coaches in line with UEFA/FA syllabi	
2	General & Specialist Knowledge	2.1	Understanding of FA LTPD-4 corner model as well as a complete understanding of FA DNA, coaching and learning philosophies.	E
			Knowledge and understanding of the FA Women's Football Strategy and National Game Strategy	E

HR Only

			Good links and relationships with County FAs, Coaches, Schools, Clubs and key stakeholders	
3	Education & Training	3.1	UEFA B Coaching License	E
		3.2	Postgraduate degree in a Sports related field.	E
		3.3	Desirable: UEFA A Coaching License FA Coach Educator at Level 1 FA Youth Award Tutor at Mod 1 or 2 Qualifications/experience in a child related profession FA Youth Award	D
4	Relevant Experience	4.1	Experience of: Sports/Football Development Grassroots Football Player Development Coach Education and Coach Development  Experience of Team/Player coaching  Experience of developing young Player/Coach related programmes.  Sensitive to development needs of adult learners  Experience of working and supporting CFAs  Experience and understanding of working in/with a HEI  Experience of mentoring coaches	E  E  E  D  D  D
5	Special Requirements	5.1	A full-driving license	D