



THE QUEEN'S PARK F.C. FOUNDATION

Growth through football

THE QUEEN'S PARK FC FOUNDATION JOB DESCRIPTION

Job Title:	Football Development Manager
Line Manager:	Chief Executive Officer
Base:	Lesser Hampden and various community locations
Status:	Full Time and Permanent
Hours:	37
Salary:	Negotiable Dependent on Experience

An exciting opportunity has arisen for an inspiring and motivated full time Football Development Manager to drive forward the Foundation's community football and sports programmes.

The successful candidate will be responsible for overseeing the growth and development of programmes across our boy's and girl's community team pathway, skills centres, holiday camps, preschool and primary and secondary school activities, player progression and linking with the Club's Academy. The Football Development Manager will play a key role in ensuring all activities are delivered to the highest standards.

You will be responsible for maintaining and developing relationships with key partners and stakeholders and the management of staff and volunteers, providing ongoing support and training with a focus on coach education.

The successful candidate will have significant experience of grassroots football in Scotland and will have the confidence and abilities to deal with challenges that arise.

The successful candidate must also be willing to become a member of the PVG scheme with a satisfactory scheme record/or scheme record update.

The Queen's Park FC Foundation is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from qualified candidates regardless of their ethnicity, race, gender, religion beliefs, sexual orientation, age, marital status or whether or not they have a disability.

If you think you can add value to our team send us a copy of your CV with a covering letter to charlie@queensparkfc.co.uk

Closing date for applications is 5pm on Monday April 10th, 2023

JOB PURPOSE

The purpose of this role is to assume operational and strategic responsibility for all community football and sports activity delivered by The Queen's Park FC Foundation.

DUTIES

1. Implement and deliver a structured coaching programme for participants of all abilities across boys, girls and adult pathways to include:
 - 1.1. Pre School Programmes
 - 1.2. Soccer Skills Programmes
 - 1.3. Community Teams
 - 1.4. Holiday Camps
 - 1.5. Queen's Park Women's Team
 - 1.6. Adult participation in football
 - 1.7. Disability Football
 - 1.8. Futsal
 - 1.9. Specialist areas eg goalkeeping
2. Implement a structured coach education framework for all coaches including responsibility for a coach induction programme, and ensuring coaches engage with the SFA coaching pathway as required by the SFA Quality Mark.
3. To work with the Queen's Park FC Academy around curriculum and coach development to the benefit of participants and coaches.
4. To develop strategic partnerships with local, regional, and national organisations as required.
5. To ensure appropriate lets are secured for all activities.
6. To manage and develop any staff under the postholders control.
7. Management of all budgets under the postholders control.
8. Ensuring all policies and procedures are in place including health and safety, risk assessment and safeguarding.
9. Development and implementation the Football Development Plan.

10. Monitor all areas of performance within the Football Development Plan.
11. Carry out staff appraisals and evaluations for all staff and volunteers under your control.
12. Ensure all administration tasks are correctly adhere to and implemented in relation to SYFA, SWF, and SWPL affiliation.
13. Undertake delegated duties as required.

This job outline is intended to indicate the broad range of responsibilities and requirements of this post. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties this outline is considered to provide a general description of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Current UEFA B Licence	A degree or equivalent in sports development, coaching or football
	Sports First Aid	
	Driving Licence	
EXPERIENCE	Experience of working within a football club	Volunteer Management
	Significant knowledge of grassroots planning	Knowledge and understanding of other sports
	Experience of planning, developing, and delivering programmes	Knowledge of the positive impacts of engaging within football and sports
	Knowledge of Girl's and Women's football	
PERSONAL ATTRIBUTES	Excellent Communication skills	
	Excellent organisational skills	
	Ability to form positive working relationships with internal and external partners	
	Proactive and self motivated leader	
	Effective leader with flexible approach to working	