



COMMUNITY
FOUNDATION

TRUST
PARTNERSHIP
SHARE
COMMITMENT
NETWORK
COLLABORATE
SUPPORT
WORK

Job

Application pack





**COMMUNITY
FOUNDATION**

Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

Our Values

- 1 Collaborative in all we do
- 2 Inclusive and Diverse in our approach
- 3 Innovative in our actions
- 4 Supportive of our team
- 5 Ethical and Transparent
- 6 Environmentally Sustainable





**COMMUNITY
FOUNDATION**

Job Vacancy

Football Development Co-ordinator

Hours: 37.5 hours per week, inc. some evenings and weekends

Length of Contract: Permanent

Salary: £25,500 - £26,999 per annum + benefits

Location: Borough of Fylde

Role Summary:

- AFC Fylde Community Foundation is recruiting a Football Development Co-ordinator to join its successful and respected team.
- This role will focus on the development and co-ordination of high-quality football initiatives at the Foundation.
- You will be responsible for leading and expanding a range of programmes, including Football Development Centres, Football Camps, and new initiatives to boost adult engagement in football, such as Walking Football. Working closely with local grassroots clubs, you'll help strengthen community ties, create clear participation pathways and support grassroots coaches with coach development sessions. The role also involves ensuring programmes are inclusive, impactful, and financially sustainable, while promoting football for all ages and abilities across the local area.

Guidance and Authority:

- The Football Development Co-ordinator will report directly to the Sports Development Manager, and will co-ordinate coaching teams for programme delivery.

General:

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- The below job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.





Main Role and Responsibilities:

- Co-ordinate all aspects of football development for the Foundation, inclusive of all ages and abilities.
- Lead the Foundation's Football Development Centres, including promotions, marketing, player sign-ups, communications, individual development plans (players and coaches) coaching syllabus and overseeing and maintaining high standards.
- Support coaches with bespoke learning plans and provide feedback that supports their own professional development.
- Take the lead in growing football programmes by launching new satellite sessions and identifying gaps in existing delivery, such as underserved age groups, locations, or participant needs.
- Work with the Sports Development Manager to manage bookings and payments for programmes, working towards agreed target income and set objectives.
- Co-ordinate the marketing, communication, and promotion of all football programmes alongside the Foundation's Media and Communications Co-ordinator.
- Work closely with AFC Fylde Academy and AFC Fylde Women ensuring appropriate pathways are in place for talented footballers to be signposted to the Academy.
- Develop first-class relationships with grassroots football clubs and community organisations to forge stronger links and pathways for participants to access.
- Where required, deliver high quality football and sports coaching in primary schools across Fylde as part of the Foundation's PE offer.
- Take a leading role in the successful planning and delivery of our matchday football programme, Fans of the Future
- Collect and record required monitoring information.
- Ensure all activities are correctly monitored with the appropriate risk assessments and health and safety procedures put in place.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested assist in the delivery of other projects and activities including evenings and weekends.



Health and Safety:

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of fire safety evacuation procedures.

Safeguarding:

- The Foundation is committed to safeguarding the welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending our programmes.

Person specification:

Qualifications & Experience

- UEFA C / FA Level 2 Coaching Qualification
- UEFA B Coaching Qualification (desirable)
- Level 2 Safeguarding or willingness to complete
- Hold a talent ID qualification (desirable)
- FA Coach Mentor (desirable)
- Full UK driving license and access to a vehicle
- Proven track record of developing and growing football specific community provision
- Experience of creating commercial revenue through football and sports coaching activities
- Experience of working towards financial and participant key performance indicators
- Proven track record of successfully delivering football and sports coaching to young people of all abilities and ages
- Proven experience in delivering engaging and progressive football coaching sessions that cater to all ages and abilities, while building on players' existing skills and knowledge to support long-term development.
- Experience of working collaboratively with other coaches to mentor, support, and enhance their professional development, ensuring high-quality delivery across all programmes.
- Demonstrable experience in report writing (desirable).



Person specification continued:

Knowledge & Skills

- Awareness of safeguarding issues when working with children and young people in a football and community setting
- Strong understanding of grassroots football structures and player pathways
- Sound understanding of equality and diversity and its application in the role of a coach
- Knowledge of how to design age-appropriate, inclusive football coaching session
- Understanding of how to engage adults in recreational and competitive football format
- Ability to successfully market and promote football/sports activities
- Confident, friendly, clear and articulate, especially when communicating with parents/guardians and stakeholders.
- Ability to form strong relationships with a range of beneficiaries and stakeholders.
- Creative thinker with the ability to see new opportunities and support growth of projects.
- Ability to obtain a clean enhanced DBS qualification
- Outstanding planning and organisational skills

Equal Opportunities:

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- As a Disability Confident employer, we actively welcome applications from people with disabilities and are happy to provide reasonable adjustments throughout the recruitment process to support individual needs.





Benefits:

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

Job Review:

- The job description will be reviewed periodically to consider changes and developments in the Foundation's requirements. Any changes will be discussed fully with the post holder in advance.

How to apply:

- To formally apply, a C.V. (two pages maximum) and covering letter (two pages maximum) must be submitted via email to the Foundation's Deputy Chief Executive Officer, Brett Whitehead, at brett.whitehead@afcfylde.co.uk, by 4pm on Monday 28th July. Please clearly outline within your application how you meet the Person Specification and your motives for applying.
- For any further information or to discuss the vacancy, please email brett.whitehead@afcfylde.co.uk.
- We encourage early applications, as we will be reviewing and interviewing candidates on a rolling basis. The vacancy may close early if a suitable candidate is appointed.





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community@afcfylde.co.uk



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