

APPLICATION PACK



Women and Girls Football Development Officer



MAYOR OF LONDON



INVESTORS
IN PEOPLE

APPLICATION PACK



Using the power of football, Charlton Athletic Community Trust (CACT) works in partnership with local communities to empower individuals to improve their lives and their environment.

CACT's ground breaking and innovative programmes are delivered through a regular presence in schools and working with disadvantaged or socially excluded groups in society, through crime reduction initiatives and community based football coaching sessions.

The types of programmes delivered by CACT fit under five key aims: raising educational achievement, creating pathways to employment, building healthier lifestyles, bringing communities together and reducing crime.

CACT is one of the biggest football related charities in the UK and employee benefits include:

- Friendly working environment
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- London Living Wage employer
- Healthy Workplace Charter
- Investors In People accreditation

CACT's football and sports development department works to promote the benefits of physical activity and provide opportunities for children and young people to take part in sport and improve on their skills.

From delivering football and multi sports coaching in schools and leisure centres, to promoting healthy lifestyles in educational workshops, to working with gifted young players in an academy setting, this is an exciting role in a high performing department.

Suitable candidates will have experience of working with children and young people and have a minimum of a FA Level 2 coaching badge, FA Youth Modules 1 and 2 and achieved or working towards the Level 3 Supporting and Developing PE.



JOB DESCRIPTION

Job Title:	Women and Girls Football Development Officer	Reporting to:	Head of Football and Sports Development & SE London Football Development Officer
Pay:	£25,000 to £27,500	Contract type:	2 year contract
Location:	Greenwich, Bexley and selected areas of Kent	Days and hours of work:	37.5 per week, willing to work flexible hours when required
Document created:	October 2022	Ref number	CACT/W&GFDO001

Purpose of the Role:

We are looking for someone who is passionate about developing opportunities for more women and girls to part in football. Within this role you will be managing CACT football development programmes encourage “girls only” programmes. You will need to manage partnerships throughout the CAFC family and externally within the community, as well as managing the elite pathway for female players from CACT programmes.

Key Responsibilities (but not limited to):

- To manage and coordinate a range of female orientated programmes that support more women and girls across football and physical activity.
- Work with FSD colleagues to build and develop a future workforce for delivery across all FSD programmes.
- Develop CACTs presence in a designated region through delivery of taster sessions, school assemblies, attendance at community events and via distribution of marketing collateral.
- To develop and maintain positive relationships with stakeholders and parents, The FA, CAFC Women, schools and relevant partners in order to create a high quality football/physical activity opportunities for Women and Girls across south east London and Kent.
- Effectively manage a team of part time casual coaches delivering across a number of community settings, including school-based programme both in Primary and Secondary Schools, Charlton Challenge and Football Holiday Courses.
- Further develop links with primary and secondary schools, to offer a range of sport and football programmes in and out of curriculum time for female participants.
- Manage effectively the administrative side of all Women and Girl specific programmes delivered by CACT.

- Ensure that all requirements related to Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with CACT policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the various programmes
- Undertake any other relevant duties related to the further development, promotion and sustainability of the organisation as set by the head of football & sports development
- Work with Heads of Departments and, when appropriate, the Executive team on wide funding streams, commissioning, grants and tenders

PERSON SPECIFICATION

Job title: Women and Girls Football and Development Officer

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • UEFA C or FA Level 2 football coaching qualification • Completed or working towards the Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport • FA Youth Module 1 and 2 • Up to date, FA or relevant certifications in Emergency Aid and Safeguarding • Full UK driving license and the use of a vehicle 	<ul style="list-style-type: none"> • UEFA B/FA Level 3 Licence coaching in football qualification • FA Youth Award • Member of FA Licensed Coaches Association • A further Level 1 or above sport/activity based qualification.
Skills, ability & knowledge	<ul style="list-style-type: none"> • Experience of developing and managing football or sports development programmes • Experience of managing football/sport delivery staff either full time or part time • IT skills including Microsoft Excel, Word, and PowerPoint • A proven track record of working as a team looking to secure further grants and funding opportunities and reporting all KPIs • Excellent understanding of Football in the Community programmes • A proven track record of creating new initiatives 	<ul style="list-style-type: none"> • An understanding of working to a planned budget and cashflow • Understanding of data protection and the recent GDPR regulations • A good level of practical marketing knowledge and understanding of target group marketing initiatives • Able to make presentations to management or community organisations • Experience of managing partnerships

	<ul style="list-style-type: none"> • Knowledge of the current FA Women's Football Strategy 2020-24 and the Women's football pyramid. • Understanding the benefits of physical activity for children 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Full driving licence and access to transport • 'Can do' attitude • Friendly and outgoing • Authoritative • Willing to work flexible hours including weekends and evenings as appropriate • Sensitivity, flexibility and resilience • Enthusiasm and initiative 	



APPLICATIONS

CACT is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to:

Jobs@cact.org.uk

Closing date for applications: Wednesday 30th November 2022

Successful candidates informed by: Thursday 1st December 2022

Interviews: From 5th December 2022

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and DBS check.