



The Pars Foundation  
KDM Group East End Park,  
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## THE PARS FOUNDATION

The Pars Foundation is the charitable arm of Dunfermline Athletic Football Club. We operate independently of the football club but liaise with it and share its key values.

**Our vision** is to be a highly effective Community Foundation which uses the influence of professional football and the power of effective partnership working to improve lives across our communities.'

**Our work** is organised under three pillars: Football, Healthy Communities and Education. We are expanding the role we have in supporting our communities in each of these three areas and are recruiting a team of development officers to support this organisational growth.

**Job Title:** Football Development Officer

**Contract:** Permanent

**Salary:** £23,000 - £25,000 per annum

**Hours:** 37.5 hours per week Work patterns will be flexible with some weekend and evening work.

**Closing Date for Applications:** 24th February

**Date of Interviews:** 1st – 3rd March 2023

### The Context of the Football Development Officer Role

We run football related activities across our communities, working with all ages and abilities from eighteen months onwards. Our Community Club offers pathways for both girls and boys.

The Football Development Manager will work with the Foundation's General Manager and the Board of Trustees to lead, manage and deliver all aspects of the Pars Foundation Football Participation Programme and all Foundation activities.

They will develop, lead and manage a vibrant and totally inclusive community coaching programme under the Dunfermline Athletic brand. They will ensure that players of every ability and background have the opportunities they need to thrive and succeed.

They will work with existing community partners and develop new ones to expand our role in the community and to constantly improve our support and provision.

The Pars Foundation is self-funding and has a solid financial base. As we expand as an organisation, we will have to develop new funding sources and expand existing income streams to finance this. Fundraising will therefore be a vital component of the Development Officer's work.

They will also lead by example; this role has a 50/50 coaching commitment.



## Key Duties

- Work with our General Manager and full-time coaches to constantly monitor and improve our structured player pathways for children and young people, ensuring that they have the best possible opportunities regardless of age, gender, ability, or financial circumstances.
- Develop innovative approaches to ensure the continued growth of our thriving programme of community activities for children of eighteen months old through to adults.
- Lead, manage and support our team of full-time, part-time and volunteer coaches, insuring consistency of coaching approaches and the highest standards of professionalism in line with the Foundation's vision and values.
- Work with the General Manager and trustees to develop a system of annual personal review and development and mentoring for all coaching staff. This will include the Football development Officer's own personal review and development.
- Support the General Manager in the delivery of the appropriate elements of the Pars Foundation Business Plan.
- Create monitoring, evaluation and analysis systems which gather customer / participant feedback and enable us to continually improve our programmes and activities.
- Work with the General Manager and Trustees to manage the Foundation's budgets, with an understanding of the need to generate funding from certain activities to support staffing costs and other Foundation activities.



## Person Specification

Qualifications	<p>Scottish F.A. Coach Education Children's Award: C Licence</p> <p>Mental Health Online Modules; Child Wellbeing Module</p>	<p>Scottish F.A. Coach Education B Licence</p> <p>HNC / HND in Sports Coaching or other relevant subject</p>
Experience	<p>Three or more years' experience of delivery of grass roots / community coaching</p> <p>Two or more years' administrative experience</p> <p>Candidate should be able to demonstrate confidence in a line manager role / success in a leadership role</p>	<p>Coach mentoring or coach education delivery experience</p> <p>Experience of working in a community-focused organisation</p> <p>Marketing / managing online systems and social media presence.</p> <p>Budget management experience</p>
Personal Attributes	<p>Excellent communication skills – within our own organisation and with external partners and organisations</p> <p>Has a creative, flexible approach to developing new initiatives and to solving problems.</p> <p>Has a passion for football and for including everyone in activities.</p> <p>Leads by example; is always professional, and hard working.</p> <p>Is respectful, supportive, and empathetic in approach to both participants and staff.</p> <p>Is consistent and does not avoid addressing any difficult situations.</p> <p>Has excellent customer service skills.</p> <p>Has a full, clean driving licence</p>	<p>PVG from Disclosure Scotland</p>



## How to Apply

To apply, please email your curriculum vitae to the Pars Foundation General Manager, Kelly Armstrong; [\*\*kelly@parsfoundation.co.uk\*\*](mailto:kelly@parsfoundation.co.uk)

Please also email a covering letter with your name, address and contact number. Please also provide the names and contact details of two referees who can provide additional information to support your application.

Please include the job title 'Football Development Officer' as the email subject.

Please ensure that your CV and covering letter reach us before the closing date which is:

## Additional Information

Any offer of employment made following the interview process, will only be confirmed upon receipt of a current PVG from Disclosure Scotland and the two references requested.

This post will be confirmed as permanent following a probationary period of three months.

All applicants will be considered for work without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

The Pars Foundation is a Scottish Charitable Incorporated Organisation (SCIO) with the Scottish Charity Registration No. of SC043970

If you would like any additional information about this post, please contact The Pars Foundation General Manager, Kelly Armstrong by email:

[\*\*kelly@parsfoundation.co.uk\*\*](mailto:kelly@parsfoundation.co.uk)