

The Pars Foundation

JOB PACK FOOTBALL DEVELOPMENT MANAGER



Your Club Your Community

VACANCY –JOIN OUR TEAM

WOULD YOU LIKE TO JOIN OUR AMBITIOUS AND HIGHLY COMMITTED TEAM?

Established in 2013, The Pars Foundation is an independent, registered charity (SCO43970) which uses the power of sport and the name of Dunfermline Athletic Football Club to drive positive change within our communities. We deliver an increasingly diverse range of projects and initiatives across sport (football in particular), health, inclusion, education, and employment and work hard to create new opportunities and breakdown barriers to participation.

“Our Mission” is to understand our communities and their needs and to develop effective partnerships with other local agencies so that we work together to change lives for the better.

“Our Vision” is that the Pars Foundation provides vital support needed to improve life chances across our communities.

Would you like to join us and be part of the team that delivers that vision? Are you passionate about empowering people to improve their lives?

The Pars Foundation are seeking to appoint a team of highly motivated, responsible, enthusiastic, and committed individuals to drive forward our expanding role supporting our communities.

Football is a vital component of our work to fulfil our vision. The Foundation wishes to appoint a knowledgeable, experienced, highly motivated and committed individual to the role of Football Development Manager. The successful candidate will manage our football development team, and lead on the development and delivery of our comprehensive range of football initiatives and programmes which ensure that football is accessible for everybody, at every age and every level.

The successful candidate has the potential to play a powerful and influential role in many people’s lives; by promoting the Foundation’s values and by providing the benefits that football brings.

Job Title: Football Development Manager

Reports To: General Manager

Location: KDM Group East End Park

Contract: Full time (37.5 Hours Per Week) Flexibility is to be expected and due to the nature of the post some evening and weekend work will be necessary.

Salary: £27,000 depending on experience

Job Purpose:

The purpose of this role is to assume operational and strategic responsibility for all community football and sports activity delivered by the Pars Foundation. The successful candidate will be responsible for overseeing the growth and development of football programmes across our boys’ and girls’ community team pathways, soccer centres, holiday programmes, pre-school and primary and secondary activities, player progression and linking in with the DAFC Academy and governing bodies. The Football Development Manager will have significant knowledge of the girls and women’s game. The Football Development Manager will play a key role in ensuring that all activities are delivered to the highest standard.

Benefits:

In addition to a highly competitive salary structure, this post also has a comprehensive benefits package:

- A generous pension scheme
- A system of regular personal reviews and development with access to a bespoke programme of CPD activities provided by our partners including SPFL Trust, SFA and NHS Fife
- Company laptop and (mobile if desired)
- Foundation staff clothing kit
- Invitations to DAFC corporate and social events
- DAFC Season ticket

Are you eligible:

To be eligible for shortlisting a candidate must meet the essential criteria (listed below)

How To Apply:

If you meet the essential criteria (as a minimum) and are interested in applying, please send your application form to Kelly Armstrong by email Kelly@parsfoundation.co.uk or post marked "private and confidential", to Kelly Armstrong, General Manager, The Pars Foundation, KDM Group East End Park, Halbeath Road, Dunfermline, KY12 7RB.

Closing Date for applications:

Please note that the job will be subject to satisfactory references and PVG checks.

As we are a diverse organisation that respects differences in race, disability, gender identity, sexual orientation, faith, background, or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The Pars Foundation is opposed to any form of discrimination and commits itself to the redress of any inequality by taking positive action where appropriate.

JOB DESCRIPTION

Post Details	
Job Title:	Football Development Manager
Reports To:	General Manager
Location:	KDM Group, East End Park, Halbeath Road, Dunfermline KY12 7RB. Various Locations in Dunfermline and West Fife
Hours:	Full Time 37.5 hours fixed term one year contract. Flexibility is be expected and due to the nature of the post some evening and weekend work will be necessary
Primary Job Purpose:	The purpose of this role is to assume operation and strategic responsibility for all community football activity delivered by the Pars Foundation.
Salary:	£27,000

Duties & Responsibilities
<p>Note: The duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed</p> <ul style="list-style-type: none"> ● Implement and deliver a quality and structured coaching programme for participants of all abilities and backgrounds across boys, girls and adult pathways to include: <ol style="list-style-type: none"> 1. Pre School-Programmes 2. Soccer Stars Programmes 3. Community Teams 4. Holiday Camps 5. DAFC Ladies 6. Adult participation in football (recreational, walking football) 7. Disability Football 8. Creative Player/Pre-Academy 9. Specialist areas eg Goalkeeping, 1-2-1 coaching, team support ● Ensure that all programme logistics are in place including, venue bookings, risk assessments, staff allocation, training and inductions. ● Develop the girls and women’s section of DACC providing opportunities and progression for all players. ● Identifying funding opportunities and develop bids with the support of other Foundation staff to facilitate the growth of “Football for All”. ● Regularly identify and share good news stories and case studies to celebrate participant achievements and project impact. ● Champion best practice linked to the Foundation’s policies and procedures, particularly Safeguarding, Equality and Diversity and Health and Safety to provide the best environment for participants. ● Attend meetings where necessary that help foster positive relationships with key partners across each programme to increase the success of each programme and Foundation as a whole, including local authorities, SFA, SPFL Trust, NHS Fife, other internal partners within DAFC and more. ● Implement a structured coach education framework for all coaches including responsibility for a coach induction programme, ensuring that coaches engage with SFA coaching pathway as required by the SFA Quality Mark. ● Work with the DAFC Academy around curriculum and coach development to the benefits of participants and coaches. ● Develop strategic partnerships with local, regional and national organisations as required. ● To develop and manage any staff under postholder control. ● Manage all budgets under postholders control. ● Development and implementation of a football development plan ● Monitor all areas of performance with the Football Development Plan

- Conduct staff appraisals and evaluations for staff and volunteers under postholders control.
- Ensure all administration tasks are completed to a high standard and implemented in relation to SFYA, SWFL, Soccer 7's.

Education/Qualifications	Essential	Desirable
UEFA B licence		✓
Current First Aid Certificate (or willingness to update)	✓	
Current Safeguarding certificate (or willingness to update)	✓	
FFIT and other SPFL wellbeing trainer qualifications		✓
Mental Health First Aider certificate		✓
A Degree or equivalent in sports development, coaching or football		✓

Knowledge and Experience	Essential	Desirable
Experience of managing or supervising staff/volunteers and developing appropriate CPD programmes for them	✓	
Experience providing excellent customer service	✓	
Demonstrates a working understanding of inclusion, equality, and anti-discrimination, safeguarding and best practice	✓	
An Ability to engage, motivate, inspire, and mentor people towards their goals	✓	
Experience of programme delivery and project coordination	✓	
Experience of working towards performance targets	✓	
An ability to build relationships and work collaboratively with a range of partners and agencies	✓	
Experience of writing development plans, work programmes and reports	✓	
Significant knowledge of grassroots planning	✓	
Knowledge of Girls and Womens Football/SWF and league structures	✓	
Knowledge of Dunfermline and surrounding areas		✓
Experience working within a football context and of developing and delivering a range of football programmes	✓	

Equalities	Essential	Desirable
Ability to lead on ensuring equality, diversity and inclusivity are embedded into all football programmes	✓	

Skills and Competences	Essential	Desirable
Ability to educate and inspire people to make positive choices to improve their lives	✓	
Ability to communicate with all potential contacts (staff, managers, public of all ages) whilst presenting a professional image	✓	
Ability to deliver effective and safe activities that consider the client needs	✓	
Ability to inspire, motivate and encourage people	✓	
Excellent level of ICT literacy and knowledge of Microsoft packages e.g. Word, Excel, Teams and outlook and a range of social media platforms	✓	
Commitment to providing exceptional customer care	✓	
Flexibility to work outside normal working hours e.g. evenings and weekends to meet the needs of the community	✓	
Hold a full UK driving license and have access to own transport	✓	

Other Qualities and Behaviours	Essential	Desirable
Is Professional and approachable	✓	
Is positive, self-driven and motivated by the desire to make a real difference to people's lives and within the local community	✓	
Shows flexibility; works well as part of a team, and can work unsupervised and on own initiative.	✓	
Is dynamic, hardworking enthusiastic individual; committed to achieving agreed objectives	✓	
Excellent communication skills	✓	
Takes responsibility for ensuring a consistent high level of work with attention to detail	✓	
Is receptive of feedback about own behaviour, strengths, and areas for improvement	✓	
Displays a high level of confidentiality	✓	
Meticulous attention to detail	✓	
Shows creativity in design of new programmes and activities	✓	

Management Information

Documents Name	Football Development Manager	Drafted By	
Effective Date		Approved by Board	
Next Review Date			