

The Pars Foundation

RECRUITMENT PACK FOOTBALL DEVELOPMENT MANAGER



Your Club Your Community

THE PARS FOUNDATION – WHO ARE WE? WHAT DO WE DO?

The Pars Foundation is an independent, registered charity (SCO43970) which was established in 2013. It is based at KDM Group East End Park, Dunfermline and is governed by a Board of Trustees. It works in cooperation with Dunfermline Athletic Football Club and uses the power of football to drive positive change across our communities.

The Foundation has established a secure economic base from which we deliver an increasingly diverse range of projects and initiatives across sport (football in particular), health and wellbeing, inclusion, education and employment. We are committed to creating new opportunities and to breaking down 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.

COULD YOU BE A VITAL MEMBER OF THE TEAM THAT DELIVERS THIS VISION?

ARE YOU PASSIONATE ABOUT EMPOWERING PEOPLE TO IMPROVE THEIR LIVES?

The Pars Foundation is building a team of three skilled, creative and committed managers who will together drive our expanding role in supporting our communities. This work is organised across three pillars: **Football for All, Health and Wellbeing** and **Education and Employability**. Our three managers will each lead their own pillar, supported by our General Manager and our Board of Trustees. They will also work together on shared initiatives.

Football is a vital component of our work to fulfil our vision. **Our Football Development Manager** will lead the development and delivery of all sport / football related provision. We wish to appoint a knowledgeable, experienced and highly motivated person to this role. The successful candidate will manage our football development team and will 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 will have 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) Working patterns can be flexible to meet the needs of both the postholder and the Foundation ; occasional evening and weekend work may be needed.

Salary: £28,000 - £30,000 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.

They will oversee player progression and will link with the DAFC Academy and with governing bodies. They will ideally have knowledge of the boys', girls' and women's games.

The Football Development Manager will play a key role in leading, supporting and developing our coaching team and will ensure that all our programmes and activities are delivered to the highest standard.

The Management Team are supported by our General Manager, our Board of Trustees, our Office Team and our Funding and Human Resources Consultants.

Benefits:

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

- A generous pension scheme
- Attractive, incremental holiday entitlement.
- We ensure the on-going personal development of our employees through regular personal reviews, personal mentoring and bespoke CPD activities provided by our partners including SPFL Trust, SFA and NHS Fife
- Company laptop and (mobile if desired)
- Mileage allowance when using own car for Foundation business.
- 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 and wish to apply, please email sandra@parsfoundation.co.uk to request an application form.

Completed application forms should be sent to our General Manager, Kelly Armstrong by email at Kelly@parsfoundation.co.uk or by 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: Friday 10th January 2025

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 permanent contract. The working patterns can be flexible to suit the needs of both the postholder and the Foundation.; occasional evening and weekend work may be needed.
Primary Job Purpose:	The purpose of this role is to assume strategic and operational responsibility for all community football activity delivered by the Pars Foundation.
Salary:	£28,000 - £30,000

Key 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">• Lead and manage the Football Development Team, empowering them and supporting them to develop the skills and knowledge they need to ensure they can deliver in their roles to a consistently high standard.• Lead the coaching team in the development and delivery of high quality and structured programmes for participants of all abilities and backgrounds across boys', girls' and adult pathways.• Work with the DAFC Academy around curriculum, coach development and player progression.• Develop the boys', girls and women's section of DACC providing opportunities and progression for all players.• Ensure best practice linked to the Foundation's policies and procedures, particularly Safeguarding, Equality and Diversity and Health and Safety to provide the best possible environment for participants.• Implement a structured coach induction and personal development framework, ensuring that coaches and volunteers are well supported and where appropriate, can engage with SFA coaching pathways as required by the SFA Quality Mark.• Develop strategic partnerships with local, regional and national organisations. Build positive relationships with key local partners and agencies to increase the success of each programme and of the Foundation as a whole.• Lead the staff team to develop and monitor a Football Development Plan with linked Key Performance Indicators which are regularly reviewed and refined.• Ensure that Quality Assurance systems enable all stakeholders to provide regular feedback. Work with the Football Development Team to monitor and act on that feedback.• Ensure that the Football Development Team maintains an effective online presence, coordinating website and social media content to ensure excellent communication to all stakeholders and to celebrate participants' achievements and project impact.• Manage all budgets under postholder's control.• Identify funding opportunities and work with Foundation staff to develop funding bids.

- Produce regular and focused feedback and reports for the General Manager and the Board of Trustees.
- Ensure that the Football Development Team can complete required administrative tasks to a high standard.

Education/Qualifications	Essential	Desirable
A degree or equivalent in sports development, coaching or football		✓
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		✓

Knowledge and Experience	Essential	Desirable
Experience of leading and managing a team of staff. Ensuring their on-going development by developing appropriate CPD programmes for them.	✓	
Experience of building a team of volunteers to work with staff to deliver programmes. Supporting them to develop skills they need.	✓	
Experience of working within a football context and of developing and delivering a range of football programmes	✓	
Experience of working collaboratively with a range of partners and agencies	✓	
Knowledge of Girls' and Women's Football/SWF and league structures	✓	
Knowledge of grassroots planning	✓	
Experience of writing development plans and reports	✓	
Experience of developing and / or using effective quality assurance mechanisms	✓	

Equalities	Essential	Desirable
Demonstrates ability to lead on ensuring equality and anti-discrimination, diversity, inclusivity and safeguarding approaches are embedded into all football programmes and activities.	✓	

Skills and Competences	Essential	Desirable
Demonstrates ability to lead, inspire and support a team in a way that makes them feel valued, listened to and empowered to perform in their roles to the highest level.	✓	
Demonstrates ability to communicate professionally and effectively with all potential contacts (staff, managers, trustees, partners, public of all ages).	✓	
Demonstrates ability to inspire and support people to make positive	✓	

choices to improve their lives.		
Has excellent level of ICT literacy and knowledge of Microsoft packages e.g. Word, Excel, Teams and Outlook and a range of social media platforms	✓	
Holds a full UK driving license and has access to own transport	✓	

Other Qualities and Behaviours	Essential	Desirable
Is professional and approachable – with very good communication skills.	✓	
Is positive; wants to make a real difference to people's lives.	✓	
Shows flexibility; works well as part of a team and on own initiative; manages own workload.	✓	
Invites and responds to feedback about own behaviours, strengths and areas for improvement.	✓	