

**JOB TITLE:**

Club Support Officer (Pars Foundation in partnership with Scottish FA)  
37 hours per week  
Length of Contract– 1 year fixed term  
Salary - £21,000

**Please email your CV and cover letter to: Kelly Armstrong, East End Park, Dunfermline**

**Closing date for applications – Friday 19<sup>th</sup> July 2019**

**Interview date – Thursday 1<sup>st</sup> August 2019**

**JOB PURPOSE:**

To support football club development within the Dunfermline area working with Quality Mark member clubs in partnership with the Scottish FA Regional Plan. Increase club capacity and encourage growth within identified Quality Mark Clubs. To support participation opportunities to these identified clubs in line with the national player pathway whilst ensuring a more qualified vibrant volunteer workforce operates across a strong accredited club structure. Lead in the delivery and reporting of a School of Football programme designed to develop S1+ pupils to improve their social and academic skills.

**RESPONSIBLE TO:**

Executive Committee (Pars Foundation)  
Club Development Manager (SFA East Region)

**MAIN DUTIES AND RESPONSIBILITIES:**

- Create and implement a Dunfermline Football Strategic Plan
- Support Quality Mark clubs within the area to work together to develop the game.
- In conjunction with the regional and local staff, establish links between regional and local club programmes to benefit key Scottish FA objectives around Participation, Education, Stronger Clubs and an attractive game.
- Support identified Quality Mark clubs to establish & enhance their Platinum (Legacy) programmes.
- Increase registered players at Quality Mark clubs bringing the game together within communities.
- Increase community activity at local focus Quality Mark clubs via community football programmes (including Over 35's & Walking Football)
- Develop and grow female participation within Quality Mark Clubs.
- Identify external funding opportunities to further develop football initiatives.
- Support the promotion & co-ordination of key events in the regional and national calendar.
- Work with local Quality Mark Clubs to deliver afterschool and holidays programmes
- Promote CPD opportunities to QM clubs.
- Monitor progress against outcomes and ensure Scottish FA CDM/Pars Foundation Committee is regularly updated on progress.
- Report and liaise with the Regional Player & Coach Development Manager on School of Football programme and outcomes.
- Support affiliated partnership Quality Mark clubs to establish & enhance Legacy programmes.
- Increase registered players at partnership Quality Mark clubs
- Increase community activity at partnership Quality Mark clubs
- Plan and implement club development programmes which are financially sustainable.
- To provide quarterly reports against the agreed targets set in the work programme, these to be communicated through the club development manager and partnership clubs appropriate committees.
- To recruit, train and retain volunteers to meet the demands of the partnership clubs.
- To support the promotion of key events in the regional and national calendar.
- Register participation data into Scottish FA live and ANA player registration systems
- Undertake any other duties which may arise from time to time as determined by the Club Development Manager & Pars Foundation.