

The Pars Foundation

CLUB DEVELOPMENT OFFICER (GIRLS & WOMENS SECTION)

Recruitment Pack



Your Club Your Community

VACANCY –JOIN OUR TEAM

Our vision at The Pars Foundation is that we provide the 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 enthusiastic about empowering people to improve their lives?

The Pars Foundation wishes to recruit a Club Development Officer (Girls and Women's Section) This is a fantastic opportunity for a highly skilled, professional, committed, and creative individual to join our expanding community team.

The Individual appointed to this post will lead the development and delivery of a range of initiatives which are designed to meet the needs of our Community Football Club. There will be a specific focus on girls and women who wish to access football as a recreational activity in Dunfermline and surrounding areas. The successful person will work as part of a team along with other team members in support of the Foundation's wider community activities and events.

Job Title: Club Development Officer (Girls & Womens Section)

Reports To: Football Development Manager

Location: KDM East End Park

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

Salary: £21,000-£23,000

Job Purpose: The Club Development Officer (Girls and Womens Section) will be responsible for the growth and development of our community Club – “Dunfermline Athletic Community Club” and any new team-based activities. The post holder will play a vital role in coordinating/supporting and delivering all DACC initiatives. This position involves collaborating with various stakeholders, including local and national partners. The post holder will play a key role in ensuring that all activities are delivered to the highest standard.

The successful candidate will help play a powerful and influential role in people development by promoting the Foundation and its values as well as promoting the benefits that football can bring to people's lives.

Benefits:

As part of your involvement with The Pars Foundation we offer the following benefits:

- Generous pension
- Mileage allowance and free on-site parking (non-matchday)
- Access to bespoke CPD from our partners including, SPFL Trust, SFA, NHS Scotland and other key partners.
- Company laptop
- Pars Foundation staff kit appropriate to this role.
- Invitations to DAFC club 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 CV and a covering letter addressed to Kelly Armstrong by email Kelly@parsfoundation.co.uk

Closing Date for applications: Enter date.

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 an inequality by taking positive action where appropriate.

JOB DESCRIPTION

Post Details	
Job Title:	Club Development Officer (Girls Section)
Reports To:	Football Development Manager
Location:	KDM Group, East End Park, Halbeath Road, Dunfermline KY12 7RB. Some travel locations in Dunfermline and West Fife
Hours:	Full Time 37.5 hours fixed term one year contract. Flexibility is expected and due to the nature of the post some evening and weekend work will be necessary
Primary Job Purpose:	To assume operation and strategic responsibility for all DACC (Girls and Womens Section) activity delivered by the Pars Foundation and to consult with the Management Team for the Women's First Team
Salary:	£21,000-£23,000

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"> • To lead the development and evolution of Dunfermline Athletic Community Club (Girls and Womens Section) building strong relationships with players, parents, sponsors, and other stakeholders and completing operational tasks consulting with the administrative assistant. This includes club, team, and player registrations via Scottish FA Live portals. • Ensure all players and coaches are provided branded kit. • Implement a comprehensive coaching curriculum. • Provide key support at early years age groups and the recruitment of new coaches within the community club pathways, develop a mentoring programme for all volunteers and coaches within DACC. • Collaborate with parents, partners, and other key stakeholders to create a Community Club Committee • Promote each of the Pars Foundations strategic pillars. • Meet KPI's as set by management/funders or partners. • Complete all necessary monitoring, evaluation forms as required. • 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. • Maintain all relevant equipment. • 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 to agreed budgets, develop new and existing funding streams, and deliver fundraising activities to support the development of DACC. • Organise and manage events (Football Festivals) • Pro-actively participate in training and development opportunities, staff performance appraisals and reviews as required. • Developing a recreational offering for children's age groups • All other tasks as deemed by the Football Development Manager as necessary to the successful operation of the Pars Foundation, including but not limited to supporting with the delivery of other projects.

Education/Qualifications	Essential	Desirable
Scottish FA 1.3 in children and Youth Pathway	✓	
Scottish FA Children's Award		✓
Scottish FA C License	✓	
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 working within a football club and proven track - record of football development	✓	
Experience providing excellent customer service	✓	
Experience of promoting programmes and experience of programme delivery and project coordination	✓	
Experience of working towards performance targets	✓	
Knowledge of the positive impacts of engaging within football and sport	✓	
Experience of writing development plans, work programmes and reports	✓	
Significant knowledge of grassroots planning	✓	
Experience of managing or supervising staff/volunteers		✓
A proven understanding of the Pars Foundations strategic aims and objectives		✓
Practical experience of managing information operating systems, including monitoring, evaluation, and quality assurance frameworks.		✓

Equalities	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with the Pars Foundation's Equality and Diversity policy	✓	
Ability to lead on ensuring equality, diversity and inclusivity are embedded into all football programmes	✓	
Demonstrates a working understanding of inclusion, equality, and anti-discrimination, safeguarding, and best practice	✓	

Skills and Competences	Essential	Desirable
Ability to educate and inspire people to make positive choices to improve their lives and the ability to inspire, motivate and encourage people	✓	
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	✓	
Excellent level of ICT literacy and knowledge of Microsoft packages eg Word, Excel, Teams, and outlook	✓	
Ability to engage with people from all backgrounds	✓	
Must be willing to wear a uniform appropriate to their duties	✓	
Hold a full UK driving license and have access to own transport	✓	
An ability to build relationships and work collaboratively with a range of partners	✓	

Other Qualities and Behaviours	Essential	Desirable
Professional and approachable	✓	
Work as part of a team, whilst also able to work unsupervised and on own initiative	✓	
Be self-driven and motivated with the desire to make a real difference to people's lives and within the local community	✓	
A dynamic, hardworking enthusiastic individual	✓	
Take responsibility for ensuring a high quality of work	✓	
Demonstrates enthusiasm and is personally committed to achieving agreed objectives	✓	
Displays an elevated level of confidentiality	✓	
Meticulous diligence and Flexibility and willingness to learn	✓	
Passion for football and physical activity	✓	
Creative thinking with regards to new programmes and activities	✓	