

Job title Club Support Officer (Pars Foundation in partnership with Scottish FA)

Location Based at East End Park, Dunfermline

Factor	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Ability to clearly demonstrate a knowledge of the structures of Football in Scotland • Experience of working in a club development environment • Experience of working with and managing volunteers. • Experience of managing community football programmes. • Experience of delivering income generation programmes • Experience in dealing with challenging behaviour / groups 	<ul style="list-style-type: none"> • Experience of developing, implementing and evaluating programmes • Understanding of national and regional aims • Demonstrable experience and knowledge of developing partnerships with key partners • Experience of operating sports facilities. • Ability to clearly demonstrate a knowledge of the Scottish FA Quality Mark programme
Qualifications & training	<ul style="list-style-type: none"> • One or more of the following Licence Qualifications: Advanced Children's Licence, UEFA B Licence, UEFA A Licence or SFA/Elite Youth Licence. <p>(considering applicants pending on current course 2018)</p>	<ul style="list-style-type: none"> • Sports development related degree
Skills	<ul style="list-style-type: none"> • Good communication, presentation and interpersonal skills • Good leadership skills • Good organisational and administration skills • Confident in using Ms Word, Excel and PowerPoint • Ability to manage budgets 	<ul style="list-style-type: none"> • Ability to manage a number of projects
Competencies	<ul style="list-style-type: none"> • A practical approach to problem solving. • Team player and able to use own initiative when necessary. • Able to set and work to clear objectives and challenging deadlines • Adapts communication and influencing style to enthuse, gain commitment and buy in. • Creative and understands income generation planning • Self-motivated, demonstrates a "can-do", positive attitude and values learning and personal development • Understands and promotes the value of Equality and Diversity • Responsible, holds high ethical and professional standards 	
Additional Job Related Requirements	<ul style="list-style-type: none"> • Full Driving Licence with access to a car • Flexible towards working hours 	