



JOB DESCRIPTION

Job title:	Football Development Officer (FDO)	Contractual status:	Fixed term until 30th June 2022
Hours of work:	Full time, 35 hours per week: Monday to Friday 9am to 5pm. However, you may be occasionally required to work out of these hours	Salary range:	£20,000 - £25,000 per annum
Location:	<ul style="list-style-type: none"> Turf Moor, Burnley, BB10 4BX. Nelson & Colne College, Scotland Road, Nelson, BB9 7YT. Accrington and Rossendale College, Sandy Lane, BB5 2AR. 	Reporting to:	Head of Football Development – Shadow Youth Team

Job Summary:

Assist with the coordination, development and delivery of the Shadow Youth Team football education programme based at Turf Moor, Nelson & Colne College and Accrington and Rossendale College. The role will be based primarily at Accrington and Rossendale College.

The FDO will, in liaison with the Head of Football development and other staff, be responsible for the day-to-day planning, delivering and evaluating of coaching sessions and support all recruitment and strategy to develop the Burnley FC in the Community Shadow Youth Team, Pre-Shadow Youth Team/Development Centre's and other football development projects.

Roles and Responsibilities:

- Planning, development and delivery of the Shadow Youth Team and Pre Shadow-Youth Team/Development Centre and other football development initiatives.
- To deliver both football coaching sessions and support classroom-based education workshops/units (BTEC course) as part of the Shadow Youth Team, including Junior Football Leaders course and Sports Leader Awards if appropriate.
- To explore growth opportunities for football provision related to the project area.
- To liaise with the Head of Football Development and proactively promote the Football/Sports Development programmes and carry out all meaningful tasks, when so asked to do, by the Head of Football Development.
- To undertake appropriate administrative duties in relation to the programme, to ensure the smooth running of the project e.g. maintain accurate attendance registers, organise fixtures, transport and collect monies, etc.
- To manage, develop and support the coaches and volunteers involved in coaching sessions.
- To work in partnership with BFCitC and Burnley Football Club departments on community initiatives as identified by the Head of Football Development, CEO of BFCitC and Board of Trustees.
- To ensure that the health and safety issues are implemented in all areas of the programme.
- To assist the Head of Football Development with reports for management and steering groups. The reports are to include statistical and financial information.
- Supervise and co-ordinate a team of match day ball boys/girls for the Burnley FC first team fixtures at Turf Moor.
- To help monitor and evaluate the programme & have an input into the future design of programme delivery.
- Identify talented individuals involved in the projects and refer those individuals to appropriate destinations.
- To be able to work flexible hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Charity policies.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.



- To understand and implement the Club’s Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- A commitment to equality and diversity in the workplace.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Always demonstrate the Charity’s values.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • FA Level 2 in Coaching Football. • Evidence of Continuous Professional Development. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • UEFA B/FA Level 3 Coaching Football or working towards. • FA Youth Modules 1 – 3.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Experience of planning and delivering high quality regular football coaching sessions. • Experience of working within a high pressured, results driven environment. • Full clean driving license with access to own transport. 	<ul style="list-style-type: none"> • Experience of managing a football team. • Experience of coaching players aged 16 – 19.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiasm and passion for sport. • Outstanding interpersonal skills. • Good judgement and knowing when to seek advice or support. • Ability to work within a team and foster good working relationships. • A friendly, positive ‘can do’ and courteous attitude. • Enthusiasm, energy, and resilience. • A commitment to the aims, vision, and values of Burnley FC in the Community. • Highly motivated, determined, and conscientious. • Meticulous standards. • Displays no prejudice when working with others. • Willingness to have a full DBS check. • A passion for the community and making a difference. 	<ul style="list-style-type: none"> • Knowledge of the local business and sport community and in particular how it relates to Burnley FC in the Community. • An understanding of Burnley and the surrounding geographical areas. • A positive attitude towards professional development and their own learning.