



# SOUTHAMPTON FOOTBALL CLUB JOB DESCRIPTION



<b>Job Title</b>	<b>Football &amp; Sports Development Officer</b>			
<b>Department</b>	Saints Foundation			
<b>Banding</b>	BAND 2			
<b>Location</b>	St Mary's Stadium			
<b>Accountable To</b>	Football & Sports Development Senior Officer			
<b>Accountable For</b>	Casual Staff			
<b>Criminal Record Check Required</b>	Yes	<b>Level of Check</b>	Enhanced (children's barred list)	
<b>Financial Responsibility</b>	<i>Budget Holder</i>	No	<i>Authorisation Level</i>	£0

## ROLE PURPOSE

To oversee and coordinate the planning, delivery and monitoring of high quality coaching programmes within the Football & Sports Development department at Saints Foundation; aiming to increase participation among participants of all abilities in schools and the community, and ensuring that all delivery is 'best in class'.

## DUTIES & RESPONSIBILITIES

- Oversee the delivery of the Football & Sports Development within geographical area outlined. Including the line management of Assistant Project Officers, Delivery Staff and Casual Coaches. Ensuring all School Contracts, Coaching Centres, Holiday Courses and Club Coaching generates the relevant income to support the department.
- Coordinate, develop and deliver various programmes within the department ensuring it aligns to the targets and strategies of the department as directed by the Football & Sports Development Senior Officer.
- Provide support, training and guidance to Assistant Project Officers, Delivery Staff and Casual Staff to ensure consistency of services and equip them to deliver all schemes of work as per the requirements of the partner school, club or group.
- Develop (where necessary) all delivery provision within geographical area, ensuring growth, profit and quality assurance targets are all met.
- Deliver quality assurance in accordance with the needs of each partner, including monitoring coach performance and development, ensuring all coaches are working towards a modified coaching framework and standard that incorporates the 'Southampton Way'. To include coach observations, review meetings and retention meetings.
- Deliver account management responsibilities for each school/venue/club/group within the geographical area to develop relationships and generate leads. To include; quality assurance procedures, contractual duties, service requirements and developing partner relationships.
- Recruit and supervise other members of staff working within the coaching programmes, including casual coaches, ensuring the tasks are allocated, standards of performance clearly set and any concerns about performances are appropriately reported to the Senior Project Officer.

- Work closely with the school/venue/club/group to ensure all contracts and SLAs are received and support the project related administration to ensure all bookings are completed, and promoting the efficient management of the service delivery within the department.
- Deliver a minimum of 5 hours of football and/or sport coaching per week.
- Liaise with Pre Academy, Regional Talent Club and Academy to follow the player progression programme for those young people of requisite ability.
- Adhere to the Football & Sports Development responsibilities for Safeguarding Children and At Risk Adults in accordance with the Southampton FC Child Protection and At Risk Adults Policy, including liaison with Southampton FC's Safeguarding Manager to report all incidents.
- Ensure success stories are captured through working with Saints Foundation/Southampton FC media staff and all marketing is aligned to overall strategy.
- Ensure project reports, quality assurance and profit/loss reports are completed and submitted to the Football & Sports Development Senior Officer as requested.
- Work with Football & Sports Development Senior Officer to identify development opportunities and service gaps within existing department. Collaborate with other Project Officers to ensure all Project Operations have a unified approach and replicate success stories, while working towards the overall charity strategy.
- Keep updated with the local authority's strategy, particularly with regards to system change within young people and education services.
- Ensure all programmes adopt best practice and adhere to the policy and procedures of the Saints Foundation.
- Represent the Saints Foundation, Southampton FC, and our partners professionally at all times.
- Ensure the relationship with Young People is appropriate and language, behaviour and demeanour is suitable. The Company will expect you to undertake training to ensure an understanding of best practice in relation to Young People and/or Adults at Risk.
- You will be responsible for the welfare of Young People in your care and should not leave them in the care of others.
- A criminal disclosure and identity check will be carried out.
- Ad hoc duties as requested by Management.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	Knowledge of Club Community Organisations and Football & Sports Development Programmes.	Have a good understanding of the key sports coaching providers across Hampshire and the services they offer, ensuring Saints Foundation is effectively positioned as market leader.

	<p>Experience of M&amp;E and quality assurance procedures relevant to the industry sector.</p> <p>A strong knowledge of Southampton FC's FDSC programme and how the Saints Foundation can use the 'Southampton Way' values to promote our paid provisions.</p> <p>Experience in Line Management of staff and volunteers.</p> <p>Proven track record of implementing football and multisport programmes to generate income.</p> <p>Have a good understanding of the components needed to ensure the Saints Foundation is the 'Best in practice' for football, multisport, PE &amp; School Sport delivery.</p>	<p>Line management experience of full time staff and performance processes.</p>
<b>Qualifications (incl. certifications)</b>	<p>Hold degree in relevant subject or min of 3 years industry experience</p> <p>Hold a minimum FA Level Two in Football Coaching qualification.</p>	<p>afPE 1st4sport Level 3 Certificate in Physical Education and School Sport</p> <p>UKCC Level 1/2 Coaching qualification or equivalent in a variety of sports.</p>
<b>Skills</b>	<p>Excellent communication and organisation skills.</p> <p>Ability to organise and motivate team members.</p> <p>Confident and outgoing personality.</p> <p>Aims to support and improve staff members.</p> <p>Positive attitude.</p>	

### THE SOUTHAMPTON WAY

We are looking for you to show these work based behaviours which match the attributes within the Southampton Way values which are integral to our working culture.

**RESPECT & UNITY**

- Is willing to listen to others and demonstrate an understanding of others opinions and/or views.
- Works well in teams and shows the willingness to cooperate and contribute in group discussions.
- Open to learning and developing, themselves and others. Shows confidence in seeking advice and support.

**CREATIVITY**

- Shows ability to be proactive in understanding tasks and projects that are given by checking assumptions, looking for evidence and sharing information with relevant stakeholders.
- Is willing to demonstrate creativity through the identification and communication of ideas which offer solutions to problems that address specific tasks.
- Can demonstrate a willingness to explore new or alternative ideas. Shows initiative during any task to utilise problem solving skills and consider alternative options.

**ACCOUNTABILITY**

- Good communication skills both verbal and written, taking the initiative to understand their stakeholders expectations in order to meet them.
- Is clear and concise when suggesting and describing own ideas or opinions with an ability to influence others.
- Willing to speak up and promote own ideas to build confidence in their own views for themselves and for others. Finds solutions to obstacles.

**ASPIRATION**

- Responds to plans and tasks proactively in order to get things down without delay. Ability to plan effectively and deliver expectations.
- Shows ability to take full responsibility and initiative to deliver as promised to the highest standard.
- Willing to accept constructive feedback to continuously improve performance for themselves and others.

**GENERAL INFORMATION**

The Employee must at all times carry out his/her responsibilities with due regard to the Southampton Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company’s premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

**JOB DESCRIPTION AGREEMENT**

Employee’s Signature:		Date:	
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Line Managers Signature:		Date:	
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