

# Job Description

## Head of Community Football Development

<b>Position:</b> Head of Community Football Development	<b>Department:</b> Community Football Development	<b>Reporting to:</b> CEP
<b>Salary:</b> £36-39,999	<b>Contract:</b> Permanent	<b>Hours per week:</b> 37.5, 5 out of 7

**Job purpose:** To establish and develop sustainable opportunities for male and female football linked to the community and elite game.

### **Role Competencies:**

#### **Planning Timescales:**

- To strategically plan and manage all Community Football Development activity delivered by the MK Dons Sport and Education Trust (SET) including:
  - Women’s football development pathways (First Team, and U23).
  - Girls football development pathways (Advanced, Academy and Emerging Talent Centres).
  - Boys Advanced Centre and Centre of Excellence pathways.

#### **Decision Making:**

- To drive and deliver the Community Football Development vision through, impactful decision making, strategic planning, operational management, cultural development and transformational leadership.
- To develop a robust system to inform talent identification and player development decisions.
- To identify and recruit staff members that will help shape the continual improvement of Community Football Development to promote and ensure an enriched and well-rounded programme.
- To be responsible for the monitoring and reporting of all safeguarding issues via the correct mechanisms.

#### **Impact and Influence:**

- To champion Community Football Development throughout the Charity, local community, grassroots and the wider football industry through the formation of positive and influential relationships with the staff, sponsors, players and parents; football clubs, governing bodies and stakeholders; and MK Dons Academy, local schools, colleges, and universities.
- To support the wider MK Dons SET activities as required.

#### **Skill Level:**

- An influential and motivational leadership style with an ability to drive a positive culture, and effectively manage change while championing the SET.
- Excellent strategic, organisational, and managerial skills.
- A detailed understanding of current player pathway structures and coaching, player development, and talent identification processes.
- A knowledge and understanding of working with young players and child development while applying sensitivity to children’s needs.
- An operational understanding of and commitment to the safeguarding of children and vulnerable adults.
- An ability to work in a team environment.
- An ability to remain up to date with advances in the field of player development and coaching through regular CPD activities.

**Communication:**

- To represent the SET when communicating with relevant key partners and stakeholders (for example, the Football Executive Board, The English Football League, The Premier League, The Football Association)
- To lead on Community Football Development reporting mechanisms such as providing Board Reports, FA, FANWL and Talent ID reporting. This will include using Salesforce, Whole Game and Participant for programme delivery and reports.
- To maintain regular and relevant communications with staff, players and parents through channels such as the Spond, Player and Parent events, Youth Voice group and contributions to social media and SET impact reports
- To liaise with the Fan Engagement Officer to ensure community football team are engaging and supporting MK Dons development.

**Budget Management:**

- To manage the budget for Community Football Development Teams (including MK Dons Women's Team) for MK Dons SET and ensure operating within budgets agreed with CEO.
- An ability to manage finances and budgets for teams

**Lead and Develop:**

- Safeguarding and Equality and Diversity lead for Community Football and elite Women's pathway
- To oversee the Talent ID Pathway for the FA England pathway.
- Oversee Women's First Team Management Team including coaching and medical teams.
- To line manage Women, Girls', and Boys programme managers.
- To lead the recruitment of Community Football Development staff and create a staff succession plan.
- To ensure that all Community Football Development staff undertake a programme of continuous professional development relevant to their role.

**Operating Parameters:**

- To be responsible for the management, delivery, monitoring and reporting on all specific youth football male and female projects including community programmes.
- To oversee the Girls Pathway to plan, prepare and implement a well-structured and progressive Emerging Talent Centre, based around the targets set out by the FA.
- To ensure team's accurate monitoring of records for all activities are maintained.
- To ensure team's safety of participants, volunteers and staff are a priority.
- To comply within all Ethic and Diversity legislation set by the organisation.
- To ensure the Community Football Development programme operates within MK Dons SET policies including, but not limited to, safeguarding, Equality and Diversity, GDPR and health and safety.

**Essential and Desirable Job Criteria:**

- UEFA B License (E)
- FA Youth Module 1 and 2 (E)
- FA Talent ID qualification (D)
- FA Licensed (E)
- A recognised FA First Aid Qualification (E)
- Current FA Learning Safeguarding Children Certificate (E)
- Experienced in coaching Women/ Boys/ Girls' football. (E)
- Experience in talent identification and the recruitment of youth players.(E)

- A flexible approach to work, to dedicate time as the programme requires. The role will include working evenings weekends and bank holidays. (E)
- Experience in leading and developing a coaching curriculum within a youth development setting (E)
- Experience of strategic planning for Community Football. (E)
- Comprehensive CPD portfolio relevant to the role. (E)
- Driving license and own transport (E)

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality and Diversity – must be able to demonstrate** that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 160

Level 4