

Job Description

Women's First Team Manager & Head Coach

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| Position: Women's First Team Manager & Head Coach | Department: Women's First Team | Reporting to: Football Operations Director |
| Salary: £35,000 per annum plus bonus scheme | Contract: Permanent | Hours per week: 37.5 hours per week (5 out of 7 days, to include evening's and weekend) |

Job purpose:
 The Women's First Team Manager & Head Coach will lead and manage all on-field and off-field activities, providing strategic direction, high-performance coaching, and team leadership. They will ensure a competitive, progressive environment that reflects the Club's ambition, while creating a culture of excellence, supporting player development, and ensuring the team is fully integrated into the wider Club operations.

This is a pivotal role within our vision to elevate the women's game as a cornerstone of our club and community identity.

Role Competencies:

Planning Timescales:

- Lead structured seasonal planning (3–6 months) with foresight into the next 12 months.
- Integrate short and medium-term plans with the long-term strategic ambitions for the women's game.
- Ensure plans are adaptable in response to league developments, player availability, team performance, and wider external football factors.
- Oversee and manage all women's first team operations including the administration, coaching and support staff for the Women's First Team.
- Ensure effective coordination across coaching, development, and administrative functions throughout the season.

Decision Making:

- Exercise sound judgment in weekly and monthly decision-making related to the Women's First Team, including tactical choices and resource allocation.
- Use a combination of experience and insight to resolve challenges while ensuring all actions align with the Club standards.
- Recognise the limits of your remit, escalating larger decisions when appropriate, and ensure all decisions are clearly documented and communicated in line with policies and procedures.
- Demonstrate cross-departmental understanding and collaboration to support the achievement of wider organisational goals.

Impact and Influence:

- Positively influence players, coaching staff, and stakeholders through clarity, integrity, and a results-driven mindset.
- Serve as an ambassador for MK Dons Football Club and the women's game, championing its growth and visibility across internal and external platforms.
- Take responsibility for recruiting, selecting, and developing a competitive squad of female players with the potential and desire to succeed.
- Contribute to the strategic direction of the Women's First Team, as agreed with the Football Operations Director and Group CEO.
- Support the achievement of key milestones and collaborative goals across departments.

- Use strong interpersonal skills to persuade and influence others in driving forward agreed outcomes.

Skill Level:

- Provide a strong foundation of technical and tactical football knowledge, with specialist expertise in women's high-performance sport.
- Be recognised as a subject matter expert in women's football coaching, offering guidance to players, staff, and junior coaches, and actively contributing to the development philosophy, tactical discussions, and programme design.
- Collaborate across the Club, and League to enhance the women's game, and demonstrate the ability to identify and engage relevant expertise from other disciplines to advance the Women's First Team.

Communication:

- Communicate clearly and professionally with staff, players, parents, external partners, and supporters, adapting your style to suit different audiences.
- Ensure feedback is actionable and framed to support individual and team development.
- Coordinate and instruct individuals in a professional manner, and provide regular updates to the Football Operations Director and Group CEO.
- Work collaboratively with the Communications and Commercial Departments to promote women's team activities and represent the club with excellent customer service and a professional image.
- Work closely with the Group CEO & Football Operations Director on all aspects of the Women's game.
- Treat all colleagues as customers, ensuring respectful and positive communication outcomes.

Budget Management:

- Manage the operational budget for the Women's First Team within agreed financial parameters, ensuring alignment with performance objectives and recruitment planning.
- Demonstrate a thorough understanding of the overall budget and associated fiscal Key Performance Indicators, making responsible financial decisions and reporting any significant variances.
- Be fully accountable for adhering to all financial policies and procedures required by the club.

Lead and Develop:

- Supervise and coordinate team staff and players with professionalism and purpose.
- Provide mentorship and guidance to both players and colleagues to support continuous improvement.
- Develop and promote strong cross-functional collaboration, particularly with the U23s and female player pathway teams, to ensure cohesive progression and development across all levels.

Operating Parameters:

- Ensure full compliance with all relevant rules, regulations, and performance standards set by the FA, EFL, and FANWL, operating autonomously within the policy and procedural frameworks of the Club
- Monitor and evaluate player and coach performance, using discretion where appropriate to support continuous development.
- Contribute to shaping the strategic direction of the women's programme.
- Uphold all Club policies and procedures, particularly in relation to safeguarding, Equal Opportunities, Health and Safety, and Equality and Diversity.
- To lead on the safeguarding and protection of children and young people (CYP) and at-risk Adults (ARA) within the Women's Team environment and promote a culture where safeguarding is everybody's responsibility.

Essential and Desirable Job Criteria:**Qualifications**

- UEFA B License - E
- Emergency First Aid Certificate - E
- Safeguarding Qualification – E

Experience

- Experience of working as a Women’s Manager/Head Coach or in a managerial/lead football position – E
- UEFA A License (or working towards) – D
- Experience of coaching senior players/open age players in a women's team – D
- Excellent knowledge of the women's game – E
- Knowledge of technical and tactical components of successful football strategies, tactics and techniques appropriate to the team and player's stage of development. - D
- Growth mindset and strong evidence of continued professional development. – E
- Excellent Leadership, communication and organisational skills. – E
- Strong commitment to inclusive, player-centred coaching. - 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: 190

Level 4