

**Job Description**  
**Community Football Officer**

<b>Position:</b> Community Football Officer	<b>Department:</b> MK Dons SET – Football Development	<b>Reporting to:</b> Head of Football & Performance
<b>Salary:</b> £21,099	<b>Contract:</b> Full Time- Permanent	<b>Hours per week:</b> 37.5 hours

**Job purpose:** To lead and develop the Milton Keynes Dons Sports & Education Trusts community football offer locally, identifying new opportunities to elevate the SET's status in MK.

**Essential & Desirable Job Criteria:**

- To be responsible for the co-ordination, delivery and the accountability of all community football programmes including, player development centres, futsal, team coaching, Birthday Parties, holiday courses, events and other community football schemes in Milton Keynes with a view to ensuring the sustainability of each project.
- To develop our existing Parish Council delivery programme
- To explore and lead upon the SET's growth within adult recreation football
- To take the lead on all MK Dons SET tournaments and festivals ran by the Football Development team
- To carry out all administrative duties as necessary e.g. maintain accurate attendance registers; carry out risk assessments, monitor & evaluate assessment of coaching sessions, team meetings, reports and kit/equipment orders
- To consistently liaise with the Boy's Talent Pathway and Girls' Football Development Manager when talent has been identified
- To be comfortable delivering upon programmes when required/necessary.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
- To undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust
- To positively promote the Trust's Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties.
- To ensure that the safety of participants, volunteers and staff is prioritised at all times
- Perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust

**Essential Qualifications, Skills, Experience and Values**

**Qualifications**

- Uefa C/FA level 2 coaching qualification (E)
- In date FA first aid & safeguarding qualifications (E)
- Level 1 Futsal coaching qualification (D)
- A sports industry degree relevant to the position (D)

**Experience**

- 1 year of experience working within community sport (E)
- Understanding of Futsal (D)
- Experience of leading and managing staff (E)
- Experience of understanding and working towards a business plan and budget (E)

- An ability to keep and maintain records (E)
- Good communication skills, both verbal and written (E)
- An ability to demonstrate good administrative skills (E)
- Ability to work to deadlines (E)
- Ability to set and work towards achieving targets (E)
- Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach (E)
- Ability to inspire, motivate and encourage young people through sport (E)
- Good team worker and Self-motivated (E)
- Ability to co-ordinate workload (E)
- Ability to develop good working relationships with staff and partners (E)

**Skills**

- Understanding how to effectively use social media platforms (E)
- To be able to quickly turnaround content to be used (E)

**Values**

- Must be able to buy into a team culture (E)
- Champions the importance of personal development (E)
- Have a flexible attitude to work and the job role as needed (E)
- Have a polite and courteous manner (E)
- Be prepared to work evenings and weekends (E)