

Boys Football Operations Officer

Position: Boys Football Operations officer	Department: SET/ Football Development	Reporting to: Boys Football Pathway Manager
Salary: £21k to £24k	Contract: Permanent	Hours per week: 37.5 hrs 5 out of 7 days

Job purpose: To establish and develop sustainable opportunities for participants Boys Football Pathway. Supporting the Boys Football Pathway Manager to achieve the day-to-day management of the Boys COE, ADV and PDC programme to ensure all the tasks are completed to the highest level.

Role Competencies:

Planning Timescales:

- To lead the administration and quality assurance of the boys COE, ADV and PDC
- Deliver the overall planning of boys COE, ADV and PDC over a 1 – 3-month period.
- Organising all activity; including coordinating coaches, session delivery, development fixtures, Player progress and attendance records of all players in the boys COE, ADV and PDC
- Department specific admin and being the first contact to new enquiries regarding boys COE, ADV and PDC

Decision Making:

- Work with line manager to agree and deliver larger decisions regarding the boys COE, ADV and PDC
- Demonstrate an in-depth understanding of the other roles within other departments
- To store and maintain the kit and equipment you are given as part of your role.

Impact & Influence:

- Ensure guidance within the MK Dons SET Boys Football pathway is adhered too
- To support the relationships between club, player, and parent
- Oversee the talent pathway fixtures during term time and school holidays

Skill Level:

- Able to demonstrate a reasonable degree of specialist knowledge in own area or department.
- Seen as having an understanding and appreciation in other areas.

Communication:

- Instruct and co-ordinate individuals regarding COE, ADV and PDC
- To report to the Boys Football Pathway Manager regarding Boys Football Pathway operations

Budget Management:

Lead & Develop:

- Supervise and co-ordinate and providing direction to peers and colleagues across Boys COE, ADV and PDC

Operating Parameters:

- Understand the joining fees for Boys COE, ADV and PDC
- To ensure accurate monitoring of records for all activities are maintained.
- To ensure the safety of participants, volunteers and staff are a priority.
- To support the football development department with delivery and coordination when required.

Essential & Desirable Job Criteria:

- To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business.
- FA DBS
- FA Safeguarding Children Course
- FA Level 1 Introduction to First Aid in Football (IFAiF) or FA Emergency First Aid
- Experience in coaching boys' football.
- Have knowledge and understanding of child development and be sensitive to children's needs.
- Own transport essential.
- An appreciation of Long-Term Player Development
- Attending relevant CPD
- Knowledge and understanding of working with young players U7 to U18+
- Ability to work in a team environment
- Understanding of various governing body football coaching plans and initiatives

Competency Total:

Level