



Job Description

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| Job Title | Community Development Officer and Lead Coach |
| Department | Youth Development |
| Reports to | Head of Youth Development |
| Location | Cambridge United Football Club and venues in the local area |
| Salary | £22,324 to £25,214 per annum, pro-rata, depending on experience |
| Hours | 35 hours per week pro rata 30 hours per week term time, 40 hours per week school holidays Flexible hours but must be available to work weekday evenings |
| Role Summary | <p>To manage and lead the development of Cambridge United's school holiday courses, providing high quality coaching and opportunities for youth players.</p> <p>To coach within the youth development programmes, supporting the centre managers with the recruitment and progression of players.</p> |
| Key Job Outcomes | <p>To lead and manage all tasks in the organisation and delivery of the Club's school holiday courses which includes the communications, marketing and planning of all courses.</p> <p>To coach and support the holistic development of players within the youth development programmes.</p> <p>To work closely with the programme managers to identify top performing players suitable for player progression.</p> <p>To complete reports which will provide players with feedback on their technical, tactical, physical, psychological, and social performance.</p> <p>To recruit, train and manage the required staff for the running of the school holiday courses, including the delivery of CPD and induction events.</p> <p>To work closely with the youth development team to ensure safeguarding standards, policies and actions are implemented/maintained appropriately.</p> <p>To meet/exceed the financial targets for the school holiday courses as set by the Club. This includes the creation, monitoring and evaluation of the course's budgets and targets.</p> <p>To manage the recording of the necessary statistics about all school holiday courses and necessary youth development centres including attendances, participation, and growth.</p> <p>To obtain the necessary timesheets from staff members, checking and signing off the required part of the payroll process.</p> |



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| | <p>To deliver the brand standards of outstanding customer service whilst ensuring a clear and effective line of communication is maintained across all staff, programmes, and departments.</p> <p>To promote and market all Club activities and programmes by appropriate means as and when requested. The Communications manager and the other business operations team members will assist you with this.</p> <p>Any other duties as requested by the Youth Development Manager or CEO.</p> |
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

| Skills, Knowledge, Qualifications & Experience | Required | Desirable |
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| FA Level 2/ UEFA C award in coaching football | ✓ | |
| FA Level 3/ UEFA B award in coaching football | | ✓ |
| Introduction to First Aid qualification | ✓ | |
| FA Safeguarding children workshop | ✓ | |
| Experienced in talent ID | | ✓ |
| Experience of delivering excellent customer services | ✓ | |
| IT Skills, including Outlook, Word, and PowerPoint | ✓ | |
| Experience of working with player/parents in football environments | ✓ | |
| Experience in leading/managing an area/people or teams | ✓ | |
| Experience working in a high performing business environment | | ✓ |
| Has an understanding of how elite players are developed | | ✓ |
| Personal Qualities/Attributes | | |
| Hardworking and enthusiastic | ✓ | |
| Excellent organisational skills and attention to detail | ✓ | |
| Reliable and committed | ✓ | |
| Ability to work independently and as part of a team | ✓ | |
| Able to communicate effectively | ✓ | |



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| Willingness to work weekday evenings | ✓ | |
| Excellent team player and motivator | ✓ | |

Application Process

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| Application Instructions | Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed. |
| Application Closing Date | Sunday 17 th March 2024 |
| Interview Date(s) | Week commencing 25 th March 2024 |
| Start Date | Week commencing the 1 st April 2024 |
| Mission, Vision & Values | <p>Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision</p> <p><i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p> |
| Employability Statement | Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best |



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| | use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. |
| Safeguarding Statement | <p>Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p> |
| Equality, Diversity & Inclusion | <p>Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform</p> |