

JOB DESCRIPTION

1. **JOB TITLE:** Football Development Officer

2. **SALARY:** SP9-12

3. **RELATIONSHIPS:**

3.1 The postholder is responsible to the Sports Development Officer

4. **PURPOSE OF JOB:**

To be responsible for the management and delivery of the college football enrichment program; providing a quality and breadth of provision to meet the individual needs of our students. To oversee and manage the college role in Huish Tigers FC and support the club development plan.

5. **KEY RESPONSIBILITIES AND DUTIES:**

COLLEGE FOOTBALL ADMINISTRATION & DEVELOPMENT

- To take responsibility for the recruitment of students with a particular interest in the sport
- To liaise with external partners and create effective partnerships.
- To maintain a database record of any fees that are required as part of the programme.
- To lead on the planning and implementation of technical and tactical aspects of the college programme
- To open and lock facilities for evening and weekend use
- To referee fixtures where required and appropriate.
- To ensure a full college fixture programme is delivered in liaison with the Sports Development Officer [to include Somerset Colleges, British Colleges, County tournaments/leagues, national tournaments, friendlies where relevant].
- To assist in coaching on teams where required

HUISH TIGERS FOOTBALL ADMINISTRATION & DEVELOPMENT

- Be a member of the Huish Tigers FC committee.
- Work with the Huish Tigers FC club treasurer to maintain all club accounts.
- To apply for and develop funding streams to support the increase and sustainability of the programme.
- To work closely on the community aspect of the sport and enhance the college to develop a presence across the local area.
- To support the professional development of the Huish Tigers FC volunteer workforce
- To liaise with parents and carers where appropriate
- To develop links with local feeder schools and offer a pathway for students.
- To ensure safe practice in all areas of work in accordance with Health and Safety legislation.
- To manage the weekly facility usage of Huish Tigers FC to ensure all weekly training and fixtures can be facilitated.
- Effectively co-ordinate the storage, upkeep and use of all relevant kit and equipment (Both college and Huish Tigers FC) – liaise with the Sports Development Officer regarding need for new equipment.
- Where necessary, to coach a team of Huish Tigers FC

COLLEGE ADMINISTRATION

- To ensure that student behaviour is always appropriate.
- To conduct themselves in a responsible and appropriate manner, with regards to behaviour, language, and dress.
- To communicate effectively with college students both during sessions and via Teams/email/other members of staff.
- To maintain and update the relevant section of the college noticeboard.
- To keep full records of attendance at college training and fixtures
- To deal with any injury or accident in an appropriate manner and record relevant information in the College records.
- To be fully aware of students medical and allergy information and act on the information appropriately and accordingly where necessary.
- To maintain and have a fully equipped first aid kit at all practices/fixtures.
- To attend all relevant coaches' meetings.
- To contribute to the assessment of A level PE practical's where relevant and appropriate.
- To drive and manage bus driving in a safe and competent manner in line with college policy.
- To attend Open Evenings where appropriate.

5.1 Equality duties

- Ensure that Richard Huish is legally compliant with current sport Equality duties.
- Contribute to the Annual Self-Assessment and Equality reports, the Equality Policy, and Equality Objectives.

5.2 General duties

- To contribute to the development and provision of the pastoral and enrichment team.
- To act in accordance with the College's Safeguarding, Health and Safety and Equality policies.

6 CONTACTS:

The post holder will have a wide range of contacts with staff at all levels, students and with college governors.

7 DECISIONS:

The post holder will have discretion to make day to day decisions on a range of issues, e.g. establishing their own priorities, the planning of events, monitoring systems and assisting their smooth operation. The post holder will have access to confidential information and should seek to win the confidence and trust of students and staff. The post holder will be expected to understand what is and what is not confidential.

8 WORK COMPLEXITY:

The post holder must possess excellent organisational skills and be able to organise his/her own time. A pleasant personality is required including tact, diplomacy and discretion, and the ability to manage a constant workload with often conflicting demands in order both to deal with the diverse range of matters and to meet deadlines.

9 CONDITIONS:

9.1 This job description may be re-negotiated at the request of either the post holder or the Principal.

- 9.2 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.
- 9.3 To take responsibility for safeguarding and promoting the welfare of all students.
- 9.4 To contribute to the promotion of equality and individuality of all users of the college
- 9.5 Take responsibility for your own professional development and participate in the College's Appraisal Scheme.