

Blackpool FC Community Trust

Seasiders Way, Blackpool, FY1 6JJ
Charity No: 1128235

Tel: 01253 348691

Email: office@bfct.co.uk



Job Description

Job title	Female Football Development Manager	Salary	£25,653 - £28,282
Type of contract	Initial 2 Year Fixed Contract 37 hours per week (exclusive of breaks)		
Location	Blackpool FC Community Trust	Closing date	Deadline of 5pm Friday 7 th January We encourage early applicants as we reserve the right to close the application process at any time.
Responsible to	Head of Early Years and Primary Programmes	Team	Early Years and Primary Programmes
How to apply	<p>Please download an application form from www.bfct.co.uk or email marc.joseph@bfct.co.uk for an application form.</p> <p>Once completed please send your application to marc.joseph@bfct.co.uk or post it to Blackpool FC Community Trust, F.A.O. Marc Joseph, Head of Early Years and Primary Programmes Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.</p> <p>This job will be subject to satisfactory references and enhanced DBS procedures.</p> <p>We encourage early applicants as we reserve the right to close the application process at any time.</p> <p>Interviews will take place on week commencing 17th January at Bloomfield Road Stadium.</p>		
Job Purpose	<p>Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.</p> <p>In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.</p> <p>Blackpool FC is also very proud to partner with the grassroots club Blackpool FC Girls and Ladies, who provide footballing opportunities for all age groups. This post will be tasked with developing much greater links between the two clubs and the Community Trust and develop future plans for greater integration and opportunities for more girls and ladies to take part in Football.</p> <p>This is a new and very exciting role, to lead on the development of female football under the umbrella of Blackpool FC. Working collectively with the football club, Community Trust and BFC Girls and Ladies, this post will be tasked to drive the</p>		

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	<p>standards of delivery and strategically place the club in apposition to look to give local females the chance to excel to higher levels.</p> <p>The post will be responsible for developing new opportunities for girls to engage in the sport, both within schools and the community, whilst also supporting the needs of our grassroots club, Blackpool FC Girls and Ladies, to generate new volunteers and support the coach development for all ages. Initially this is a two year funded post, with the team and postholder holding responsibility to drive the development the sustainability of the post and project moving forward.</p>
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Main roles and responsibilities

Work closely with Blackpool FC Girls and Ladies to support their and our collective developments
Understand what the current female landscape looks like across Blackpool and the Fylde Coast to help identify potential opportunities
Engage and support local communities to develop fun and inclusive football activities for females
Ensure projects are run in-line with set targets and KPIs with all M&E and admin being kept up to date.
Ensure sessions are well attended and that recruitment of new participants is a consistent aspect of our approach. Where this is not happening, identify why, and strategies to address, if required
Develop a hub of volunteers to support female football in the area
Work with Community Trust and BFC staff and marketing teams to ensure regular and varied comms content is being developed and shared across our internal and external comms platforms.
Promote activities by utilising the resources of Sports England's This Girl Can Campaign
Ensure training venues and match day facilities are agreed and booked for all age groups within the girls and ladies club and associated concerns are managed at all times
Oversee the delivery of high-quality coaching throughout all age groups of the female Club and develop an individual CPD plan for each coach at BFC Girls and Ladies, to reach higher standards and increase chances of retaining coaches, to also develop and deliver a coaching and playing philosophy throughout the club
Develop a host of FA Wildcat programmes and support existing provision, delivered by BFC Girls and Ladies
Support a new Secretary for the club with registrations, cash transactions, invoicing, and training facility bookings
Work with Blackpool FC to support the Club with playing kit for each season
Coordinate annual events, including Christmas party and end of season awards for all players and coaches
Support the internal Community Team with the development of a female Walking Football project for adults
Work alongside the Senior Leadership team at BFC and BFC Community Trust to investigate sponsorship opportunities to support making playing female football as accessible to all as possible
Using different software platforms, monitor and evaluate all activity, to ensure that impact and outcomes are being measured to a consistently high standard, including case studies.
Ensure all technology equipment and systems is managed, used, audited and accounted for, as per the internal policies and procedures. To also include ensuring staff are using internal storage / cloud systems.
To carry out and manage administrative tasks as necessary e.g. staff records, registers, quality assurance, and that all staff diaries are accurate and kept up-to-date.
As and when recruitment of new staff is required, conduct and manage the process, while ensuring that Head of Service is informed throughout. This will include development and promotion of JD, receiving and administration of applications, coordination of interviews, and post interview administration around recruitment process.

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Working with Head of Service, develop and complete funding applications and reports, as necessary.
Attend related networks, meetings and events, supporting partnership and sharing good practice.
Work with an accessible and flexible approach to fulfilling the role, which will include the working of unsociable hours, evening and weekend work, as necessary, and other duties as reasonably requested.
Adhere to policies and procedures outlined by BFCCT.

Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
FA Coaching Qualification to a minimum UEFA B level	✓	
Driver's license and access to vehicle	✓	

Knowledge	Essential	Desirable
Passionate about working in women's and girl's football	✓	
Knowledge and understanding of the barriers to participation faced by females	✓	
Knowledge of The FA's strategy for women's and girls' football	✓	
Knowledge and understanding of working with volunteers	✓	
Understanding of the Blackpool female football landscape	✓	

Skills & Experience	Essential	Desirable
Two years' sports development experience		✓
Experience of coaching in the female football sector	✓	
Experience of coaching varied age groups (Primary to Adult)		✓
Experience of working in a football club or football community club organisation (CCO)		✓
Experience of leading, motivating, mentoring and coaching managers to improve their performance and develop CDP plans for colleagues	✓	
Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.		✓
Project management skills and experience – to plan, set and achieve objectives to deadlines	✓	
Excellent IT skills, including the use of Microsoft office applications	✓	
Ability to work independently and as part of a team	✓	
Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities	✓	

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Skills & Experience (continued)	Essential	Desirable
Excellent verbal and written communication skills	✓	
Ability to think clearly, creatively, and imaginatively	✓	
Ability to work under pressure and to tight deadlines	✓	
Experience of working in the Charitable Sector		✓

Behaviour	Essential	Desirable
Resilient, with the ability to handle adversity and challenge in a positive way	✓	
Highest levels of personal integrity and ability to maintain trust, sensitivity and confidentiality	✓	
Able to work independently and as part of a team	✓	
Demonstrate an ability to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed	✓	
Flexible and adaptable attitude towards work	✓	
Innovative thinker with a drive to continually improve	✓	
Positive attitude and strong focus on teamwork	✓	
A high degree of flexibility and confidentiality is needed	✓	

Employment Benefits

Membership to Perkbox 28 day's annual leave (inclusive of eight days bank holidays) increasing by five days after five years of employment Community Trust uniform Use of work laptop Fuel allowance for work related expenses Support with work related CPD opportunities

All roles within the Trust are subject to DBS checks as part our safer recruitment process.

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Important information about your application

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email selina.hayes@bfcct.co.uk.