



**Job Pack**

**Female Football**

**Development Officer**

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, dedicated to improving the lives of people across Blackpool and the Fylde Coast. Our programmes engage thousands each year and support children, young people, adults and older residents, including those with additional needs or facing disadvantage, through education programmes, youth and family support, wellbeing work, inclusive sports opportunities and routes into training and employment.**

As a charity, we rely on strong partnerships and funding from a wide range of respected organisations to deliver our services. These relationships allow us to respond to local need, expand our work and increase the difference we can make across the town.

Alongside our work in schools and community settings, we also provide education pathways on site at Bloomfield Road Stadium. This includes alternative provision for Year 10 and Year 11 students through our own independent school, as well as full time further and higher education courses delivered through Blackpool FC Sports College.

BFCCT has grown into a trusted and ambitious charity that offers something for everyone. We are proud to play a central role in building a stronger, more connected and opportunity rich community that residents can engage with, benefit from and feel proud to support.





## Female Football

**BFCCT delivers an extensive and progressive female football pathway, providing high-quality opportunities for girls and young women to engage in the game from first participation through to elite development. The provision is designed to be inclusive, aspirational and aligned with national FA frameworks, ensuring clear progression routes for players of all abilities.**

The programme spans entry-level participation, including FA Wildcats and girls' football camps, through to weekly development centres, specialist goalkeeper sessions, and elite coaching pathways. At the top end of the pathway, BFCCT operates an FA-licensed Girls' Emerging Talent Centre (ETC), supporting the identification and development of high-potential players in partnership with grassroots clubs and the FA talent system.

Collectively, BFCCT's female football provision plays a key role in increasing participation, raising standards, and supporting the long-term growth of the women's and girls' game across Blackpool, Fylde and the surrounding communities.



## Our Mission

### our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

## Our Values

### How we go about our work...

In all of our work we will be;

**B**old &  
**I**nnovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
**C**ommunity

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
**F**orward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

## Our Vision

### Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

<b>Job Title: Female Football Development Officer</b>	<b>Salary: £23,492 - £25,897 Pro Rata £12,698 - £13,998</b>
<b>Hours: 20 hours per week</b>	<b>Location: Bloomfield Road Stadium</b>
<b>Responsible To: Female Football Development Manager</b>	<b>Closing Date: Friday 23rd January 2026, 5pm</b>

## Job Purpose

**Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two 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.**

**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.**

This is a new and exciting role to deliver on all female football programmes including, but not limited to: Blackpool FC Community Trust FA Emerging Talent Centre, girls' Development Centres, Female Football Camps, FA Wildcats centres, as well as primary school, secondary school and college female football delivery. The post will be tasked with developing further opportunities for more girls and ladies to take part in football throughout Blackpool and Fylde.

This person will assist the Female Football Development Manager to drive the standard of football delivery across the Fylde Coast working to develop links in schools, colleges, local grassroots clubs, ETCs and Pro Game Academies. This person will inspire and engage young females of all ages using the brand of Blackpool FC.

## Main Roles and Responsibilities

- 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 all admin is 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
- Lead on delivery of training sessions and matchdays with the Blackpool Sixth Form college girls football teams
- Work alongside 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.
- Deliver high-quality football sessions for all ages in a wide range of environments including schools, FA Wildcats, girls' development centres, football camps, and any additional provision.
- Support with the delivery and development of the girls Emerging Talent Centre
- Support with administration of the ETC
- Support with the development of new FA Wildcat opportunities
- 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 are managed, used, audited and accounted for, as per the internal policies and procedures. To also include ensuring the use of internal storage, cloud systems and evaluation platforms.
- 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
- Attend related networking 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
- Create pathways and links within Community Trust programmes

## Person Specification

Qualifications
<b>Essential</b>
FA Introduction to coaching football (FA Level 1)
FA Safeguarding and FA First Aid qualifications
Driver's license and access to vehicle
<b>Desirable</b>
Educated to degree level or equivalent
FA Coaching Qualification to a minimum UEFA C (FA Level 2)
FA Coaching Qualification to a minimum UEFA B

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

Skills & Experience
<b>Essential</b>
Experience of coaching in the female football sector

Excellent IT skills, including the use of Microsoft office applications
Ability to work independently and as part of a team
Excellent verbal and written communication skills
Ability to think clearly, creatively, and imaginatively
Ability to work under pressure and to tight deadlines
<b>Desirable</b>
Two years' sports development experience
Experience of coaching varied age groups (Primary to Adult)
Experience of working in a football club or football community club organisation (CCO)
Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
Experience of working in the Charitable Sector

<b>Behaviour</b>
<b>Essential</b>
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

## Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop staff discount
- Corner Flag Restaurant staff discount
- Increased annual leave after 5 and 10 years of service
- Employee Assistance Programme

## Important Information

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.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

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](mailto:selina.hayes@bfcct.co.uk).



[www.bfcct.co.uk](http://www.bfcct.co.uk)