



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

FOOTBALL DEVELOPMENT OFFICER

Purpose of the Position

The main purpose of the role is to act as the overview of coaching delivery in the club to ensure the coaches adhere to the published club Coaching Ethos. Also to promote the National FA grassroots strategy through the 4-cornered model and provide support and guidance on how best to deliver club wide.

The role will need to work in conjunction with the Recruitment Officer and the Coaching Development / Mentor role, with many role responsibilities overlapping with the latter to an extent.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Assemble and create a range of coaching resources that can be made available to coaches to assist them in their own personal development. This would include recommended online coaching resources and in person coaching development sessions offered by county FA with the aim of promoting a consistent coaching delivery club-wide.
- Liaise and link with new coaches to provide assistance and guidance during the early stages of their time with the club.
- Attend new team training sessions to provide guidance and assistance on the delivery of training sessions or how to maximise children's engagement.
- Promote the club's Coaching Ethos.

- Link in with the club's Recruitment Officer to host a new coaches' day every summer.
- Link in with the club's Coaches Development / Mentor to ensure a consistent coaching message and delivery of amongst new coaches.
- Offer assistance to any coach / team club-wide if there are specific issues / areas where assistance is required – may again involve attendance at training sessions and / or matches.
- Be able to stand in for coaches at training sessions / matches if coach availability is an issue. Back up coach role.
- Promote learning opportunities for the club's coaches. In conjunction with the Football Development Officer.
- If desired, host a coaches' forum where ideas / best practices can be shared and issues / problems can be discussed and solutions sought. In conjunction with the Coaches Development / Mentor.

Ensure the Executive Committee functions properly.

The club Football Development Officer should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson), but be in a position to quickly communicate information about all new teams and coaches and provide input on coaching matters and philosophy generally. To work in conjunction with Recruitment Officer and Coaches Development / Mentor.

To represent the organisation

- Advocate and promote the club in the local community.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA (a 1-hour online course).
- Hold or undertake the 'Safeguarding for Children', 'Introduction to First Aid in Football' and 'Introduction to Coaching Football' qualifications via the FA.
- A good understanding of the availability and quality of age-appropriate coaching resources.

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

How much time will I need to give to the role?

Assuming the club get the correct structure in place, a commitment of 4-5 hours per week should suffice overall, but there will be seasonal fluctuations where additional commitment will be required – just prior to and after the start of the playing season in particular – season starts in September. The role will involve some coaching activity once the necessary qualifications are in place but will not involve the running of any specific squad.