



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

GIRLS / FEMALE FOOTBALL OFFICER

Purpose of the Position

The main purpose of the role is to focus specifically on the interests of girls' football within the club, ensuring a consistent recruitment activity and organising activities and events for female members. The role will also promote the pathway throughout the age groups into adult football (from Wildcats – pre-team age groups) through to the Women's team / Women's Participation group.

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

- Maintain an overview of all female football activity at the club and promote its continued growth.
- Undertake a coaching and recruitment role within the club's Wildcats offering. This is the club's female football activity for pre-team age groups (ages 4-7).
- Work with the club's Recruitment Officer to ensure proactive recruitment activity for both girls and volunteers is implemented.
- Organise events and activities specifically for the female members of the club – e.g. trips to see local professional women's teams / international games.
- Liaise with local FA and other organisations with a view to promoting player development within the female game.
- Represent the female members and volunteer coaches at club committee meetings.
- Attend female specific events hosted by local FA and other organisations as required.

- Develop the role as seen fit in conjunction with the club committee and the club's development plan.

Ensure the Executive Committee functions properly.

The club Girls / Female football 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 matters and initiatives specific to the female side of the game within the club,

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.

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, the role is primarily one of overseeing the management and strategic planning of the club. A commitment of 2-3 hours per week should suffice. The role will involve some coaching activity once the necessary qualifications are in place but it is not envisaged to involve the running of any specific squad.