



**ROTHERHAM UNITED**  

---

**COMMUNITY TRUST**

**JOB  
APPLICATION FORM**

**FOOTBALL DEVELOPMENT COORDINATOR**



# VISION

Creating healthy, happy and active communities.

# MISSION

To use our passion for helping others and the influence of Rotherham United F.C. to recognise and achieve individuals' goals, create pathways, inspire future generations and have an overall lasting impact on the community.

# VALUES

**Passion:** Our enthusiasm is infectious, and we always go the extra mile to meet the needs of our participants.

**Understanding:** People are at the heart of everything we do. We listen to our community and seek to remove barriers to participation.

**Inclusivity:** We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

**Professionalism:** We do all we can to exceed expectations and deliver to the highest standards.

**Respect:** We treat each other with the highest regard.

**Fun:** Through new experiences and having fun, we come together in everything we do.



# JOB VACANCY

## FOOTBALL DEVELOPMENT COORDINATOR

---

**Job Title:** Football Development Coordinator

**Reports to:** Community Programme Manager

**Department:** Football Development

**Salary:** £24,000.00-£26,000.00

**Hours:** This is a permanent role of 37.5 hours per week an ability to work evenings, weekends and some match days is essential.

**Job Purpose:** The post holder will be responsible for providing the vision for all Football Development Work to support our agenda for working at the heart of the Rotherham community.

To assist the Community Programme Manager in the coordination of the Football programme, including the girls and boys talent pathways and delivery of the business plan for the department. This will include the girls emerging talent centre and RUCT's flagship Future Stars Programme.

To maintain existing and create new grassroots partnerships within Rotherham, providing CPD internally and externally with the aim of improving the standard of local football coaching and local footballers.

To deliver a range of high-quality football related opportunities from the age of 18 months through to adulthood, offering progression opportunities as well as opportunities to "just play".

To work alongside Rotherham United FC academy to nurture local talent.

**Contract Details:** Full time (37.5hrs), permanent  
Auto-enrolment into the Club's pension scheme (depending on eligibility)  
28 days annual leave including national bank holidays

Rotherham United Community Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Football Development Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances and therefore welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The Trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Trust.

RUCT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCT will assist with the application for, and pay for the process of, a new DBS for staff members where required.

### Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role, and which do not make them a risk in the role for which they are applying.

[Equal Opportunities](#)

# JOB DESCRIPTION

---

## OVERVIEW

This role will Coordinate the Football programme(s) for Rotherham United Community Trust (RUCT). The role will work with a range of local and national partners including but not limited to the FA, EFL, Premier League, RUFC and various other related organisations to further enhance our range of programmes and create new initiatives to meet the local and national priorities and needs. The role will coordinate both programmes and delivery teams, ensuring all services are delivered to a consistently high quality and good value for money. Within the role, there are requirements to develop further funding opportunities to deliver more programmes, work with local partners within Football as well as ensuring quality assurance, monitoring and evaluation are in place and of high quality for the programmes.

## THE ROLE

- To effectively supervise, mentor and direct support staff, volunteers and apprentices.
- To efficiently organise & communicate staff rotas.
- Develop the Footballing offer in Rotherham
- To lead on the design, plan and delivery of a range of high-quality football sessions that are accessible to all.
- Lead on increasing numbers of all football programmes including disability, LGBT, women and girls.
- Develop and deliver a range of sporting opportunities at a fundamental level and to Learn to Train phases of the player pathway that are structured, safe, progressive and fun.
- To work with partner agencies to identify local volunteers from the community and to develop a comprehensive education/development coaching programme.
- To imaginatively promote local sporting opportunities to young people in schools and community settings.
- Market & advertise the programme over the correct time periods and prepare a schedule for the year including preparation of flyers and school letters (All Marketing material).
- To take positive steps to identify and overcome barriers to participation amongst young people from disadvantaged backgrounds through good coaching practice.
- To assist in establishing football/skill clubs and new junior clubs/sections after school or in the community.
- To assist in identifying talented young people and encouraging their further development particularly through the creation of strong school/grassroot – club links.
- To undertake training and continuous professional development as necessary relevant to the post.
- To contribute to the continuous evaluation and development of all Football Development projects.
- To represent RUCT at all internal and external meetings when required.
- Be responsible for the recruitment of participants where required.
- Build and develop strong links with individuals, Football Clubs (Professional and Grassroot), schools, community groups, stakeholders and relevant organisations.
- Monitor and evaluate all elements of the programme, ensuring data is up to date and accurate.
- Prepare and maintain materials for sessions.
- To act as cover for all programmes at designated times, when required.
- Carry out administration such as registers, reports, retention and achievement data.
- To work with colleagues throughout RUCT to extend knowledge and skills in order to identify best practice.
- To lead staff and programme of activities for assigned projects ensuring quality assurance, health and safety and safeguarding needs are met and adhered to.
- To carry out duties in accordance with the employing agency equal opportunities policy, information security policies, financial regulations and the Health and Safety at work Act.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

#### SPECIAL CONDITIONS:

- The post holder will be required to work some Match Days, evenings and weekends as the requirements of the job demands.

#### PERSON SPECIFICATION

- Excellent verbal and written communication skills.
- Excellent interpersonal and communication skills.
- A dynamic, hardworking and enthusiastic individual.
- Passionate about making a difference.
- Ability to think clearly, creatively and imaginatively.
- Positive attitude and strong focus on teamwork and proactivity.
- Demonstrate enthusiasm and be personally committed towards education and learning.
- Receptive to feedback about own behavior, strengths and areas for improvement.
- Ability to communicate with people from all backgrounds.
- Ability to build and maintain positive relationships with people.
- Demonstrate a high degree of flexibility and adaptability.
- Have skills to plan, organise and present information.
- Ability to work on own initiative.
- Responsibility for ensuring a high quality of delivery and planning.
- IT skills to include a high level of competence using Excel, Word and PowerPoint skills.
- Flexibility and willingness to learn.

#### SKILLS, KNOWLEDGE AND EXPERIENCE

- Project coordination, including monitoring and evaluation of programmes.
- Knowledge, understanding and experience of a range of Football related programmes.
- Experience working with BME and disability specific groups.
- Knowledge of how to give positive and targeted support to participants who have special educational needs.
- Achieving set targets and outputs.
- Maintaining budgets.
- Coaching experience.
- Working with local community groups, external providers and funders.
- Developing innovative sessions to inspire and engage participants.
- Determination to encourage the highest quality experience for all participants.
- Experience of Premier League, English Football League or FA funded projects.

#### QUALIFICATIONS

- UEFA B Licence
- Full driving licence and the use of a vehicle.
- Safeguarding, First Aid & DBS (arranged by RUCT).

#### GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCT and Rotherham United FC in their aims, objectives, vision and mission statement.
- To ensure compliance with all relevant club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCT and Rotherham United FC.
- To keep confidential any information gained regarding the charity, club and its personnel.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Trust.**

**RUCT is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.**

**We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.**

# PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
1	Appropriate experience or degree in Sports Development	✓	
2	Minibus driving licence		✓
3	Full driving licence and the use of a vehicle	✓	
4	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
5	Valid Safeguarding Training Certificate	✓	
6	Hold UEFA B Coaching in Football	✓	
7	Hold FA Youth Modules 1 & 2	✓	
8	Hold FA Youth Module 3 Assessed		✓
<b>Skills, Knowledge &amp; Experience</b>			
9	Knowledge, understanding and experience of a range of sports	✓	
10	An awareness of monitoring and evaluating projects	✓	
11	Up to date knowledge of the national sports strategies	✓	
12	Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	✓	
13	Knowledge of how to give positive and targeted support to participants who require special educational needs	✓	
14	Determination to encourage the highest quality of learning experience for all	✓	
15	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
16	Excellent overall level of numeracy and literacy	✓	
17	Experience of Premier League, Football League or Sport England funded projects		✓
18	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
<b>Attitude/Behaviors</b>			
19	A "can do" attitude	✓	
20	Presents solutions rather than problems	✓	
21	Ability to establish good and productive working relationships, and work well in a team	✓	
22	Innovative and flexible approach to supporting individual students	✓	
<b>Personal Qualities</b>			
23	A dynamic, hardworking and enthusiastic individual	✓	
24	Be able to enthuse learning within a wide range of ages and abilities	✓	
25	Excellent interpersonal and communication skills	✓	
26	Proactive attitude within the role	✓	
27	Excellent written and analytical skills	✓	
28	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
29	Highly organised and able to manage multiple tasks	✓	
30	Drive and energy – demonstrate enthusiasm and is personally committed towards education and learning	✓	
31	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
32	Flexibility and willingness to learn	✓	
33	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
34	Ability to work unsupervised	✓	
35	Ability to respect confidentiality and professionally on issues	✓	

**Rotherham United Community Trust**

The Goal Zone, AESSEAL New York Stadium  
New York Way, Rotherham S60 1AH

Tel: **01709 827767**

Email: **[community@rotherhamunited.net](mailto:community@rotherhamunited.net)**



**[@RU\\_CST](https://twitter.com/RU_CST)**



**[facebook.com/RUCT](https://facebook.com/RUCT)**