



**Job Role:** Football Development Manager

**Reports to:** General Manager

Based at our facility in Poltonhall, Bonnyrigg, Midlothian the successful applicant will be responsible for the management and development of the club's football ambitions in its entirety.

Bonnyrigg Rose Community Football Club awarded SFA Best Community Club in 2019 hold the SFA Platinum Quality Mark.

The club manage their own facilities including a Community Building, two full size grass 11 a side pitches and with our current floodlit 3G facility being redeveloped to house one full size 11 a side pitch and two 7 a side pitches.

The club currently has circa 600 players (Girls and Boys) with near 100 volunteer coaches across age groups currently from 2016 to 2004. We have a pathway from Youth Football to U20's and to senior level currently Lowland League.

The Club assists and supports Team United providing football opportunities to autistic kids in our Community.

Our Community work sees us involved in a number of initiatives and offers amongst others various Mental Health Support and Social Inclusion programmes.

### **Job Purpose**

- As a Community Club we offer football to all ages and abilities we have a responsibility to cater for the needs of the player who is happy to play recreational football to the opposite end of the spectrum and develop players who strive for success on the playing field. The role is all encompassing to ensure our new players in our Academy through to our experienced players are all accommodated and treated with dignity and compassion.

To lead, manage, motivate & develop the pool of Club Coaches.

Ensure our club coaches are supported and educated to meet and go beyond SFA Quality Mark performance standards. Working with the Club Administration Manager ensure our players and coaches are compliant with Quality Mark standards.

All whilst ensuring the Club ethos is at the heart of everything we do. "We are one but we're not the same"



### **Skills and Attributes Required:**

- Reliability
- Enthusiasm
- Good listener
- Unbiased and impartial
- Diplomatic and helpful, and able to get the best out of other club members
- Well organised
- Decisive
- Confidence
- Good Time Keeper
- Able to represent the organisation positively at all times at local, regional and national levels
- Able to manage parent meetings, so that everybody has a chance to present their views
- Able to communicate clearly and concisely to avoid confusion
- Respond to & act upon club correspondence received (paper + e-mail).
- Resilient

### **Job Dimensions**

- The Football Development Manager will be responsible for managing a Team of 80-100 volunteer Football Coaches.
- The Football Development Manager will be responsible for creating a player pathway for players of all ages and ability ensuring the clubs core values are met.
- Build Relationships with parents

### **Key Job Outputs**

- Set and agree annual Coach Development Plan; provide quarterly 'actual vs. planned' progress reports for the Club Management Committee.
- Ensure each Coach understands their role & what's expected of them in terms of Code of Conduct, working towards Qualifications & club ethos.
- Work with Club Administration Manager to ensure that Coach Database is kept up to date, is accurate at all times,
- Liaise with the Club Management Committee to ensure effective management & delivery of Induction Programme for new Coaches; contribute to the creation & future maintenance of Coaches and Players Welcome Pack.



- Deliver coach education aspects of Induction Programme. E.g. create & provide coaching plans for Learner, Competent & Expert Coaches.
- Design, develop & deliver quarterly in service coaching events/days for Youth Section Coaches.
- Engage and link with the SFA South East Region, in particular with the Player and Coach Development Manager
- Deliver 'role model' coaching sessions at the request of others.
- Shadow Youth Section Coaches delivering coaching sessions & provide constructive feedback around what went well + development needs.
- Motivate Youth Section Coaches through recognition of their contribution & providing regular feedback regarding their performance.
- Conduct research & promote best practice methods to Youth Section Coaches using forums, newsletters, email & Club Website.
- Set & agree Coach Recruitment strategy with Management Committee; evaluate approach on an ongoing basis & make recommendations regarding any changes.
- Act as a point of contact between Coaches & the Management Committee, escalating any club specific issues as & when appropriate to MC.
- Continue to develop own skills & knowledge by attending coach education courses & events; benchmarking & own research.

### **Job Challenges & Problem Solving**

- Ensure effective communication channels exist across the coaching pool, keeping people informed of all relevant matters.
- Management of own time to ensure time is invested/spent on key priorities.
- Successful delivery of Coach Development Plan; motivating a pool of volunteer Coaches to invest time in their own personal development.



- Retention of coaches. Recruitment of new Coaches, encouraging others to join Coaching pool.
- Ensure any coaching budget is spent on resources which deliver a maximum return for the investment.
- Linking with our Community to maximise facility usage whilst contributing to community needs

### **Competences**

- Leadership - identifying the key issues, motivating and empowering others to address them in a way that builds morale, generates ownership and commitment, and harnesses energies & talents towards achieving common goals.
- People Development – promoting personal development as the key to meeting future Club needs and taking responsibility for the development of self & others.
- Teamwork – displaying the ability to contribute co-operatively & successfully when working with others both internally & externally.
- Preference for Action – grasping issues that require resolution & ensuring that appropriate effective action is taken.
- Planning & Organising – the ability to develop clear and logical step by step plans for self & for others which sets out what needs to happen, when, how & by whom.
- Communicating & Influencing – the ability to communicate effectively & to influence others to act and/or commit to support to one's own goals or objectives.
- Achievement Drive – the drive and determination to achieve high standards of excellence and ever-improving results.
- Tenacity – the determination to overcome obstacles and to deliver what's required.

### **Qualifications/Skills & Experience**

- Leadership & management experience.
- Ability to coach & develop others, experienced in giving feedback to others.



- Proven track record of developing young footballers effectively.
- Excellent communications skills (written & verbal).
- Excellent planning & organisation skills.
- B licence & Childrens Licence essential
- Desirable A Licence &/or Advanced Childrens Licence

#### **Hours of Work**

- 37 Hrs (on average) per week, within a flexible work pattern. The role may given the applicants suit 2 part time positions.
- This is a permanent post which initially will be awarded as an 18 months contract

**Salary up to £30k negotiable dependant on experience**