

Bonnyrigg Rose Football Club



B Honest B a Team player B Respectful B Resilient B You
The five Bs of Bonnyrigg

PLAY PHASE COORDINATOR JOB DESCRIPTION

Job Role: Play Phase Coordinator

Reports to: Football Development Manager

Recommended Qualifications: UEFA C Children's & First Aid

Job Purpose

- As the Boys Play Phase Lead for our community club, your primary responsibility will be to support the Football Development Manager, paid & volunteer playmakers and young players in the play phase (4 & 5 a side) aligned with club values and ethos. Your role will involve guiding playmakers and nurturing children in their early years of football development, ensuring they have a positive and enjoyable experience that aligns with the club's principles.

Skills and Attributes Required:

- Reliability.
- Honest.
- Pro Active
- Make things FUN.
- Accountable.
- Enthusiasm.
- Unbiased and impartial.
- Diplomatic and helpful.
- Good Time Keeper.
- Able to represent the organisation positively at all times.

Job Dimensions

- Request Saturday morning playing areas on a weekly basis from the club secretary to meet the weekly needs of the academy age groups.
- Be prepared to make a regular time commitment – the Academy operates on a Saturday morning.
- Support volunteer playmakers and players in the play phase, fostering a positive and inclusive environment aligned with the club's values.
- Liaise with parents from the years groups, encourage and recruit volunteer coaches from the parents groups.
- Advise and assist new coaches with PVG's guiding them to the Club Child Wellbeing Officer, SFA registration and mandatory online courses.
- Oversee the holistic development of players and playmakers, implementing innovative ideas and strategies to enhance their growth.
- Provide monthly reports to the Football Development Manager on the progress, challenges, and successes of the play phase program.
- Liaise with the Football Development Manager then the Play Phase Admin, advising of any newly recruited playmakers .
- Promote the Play Phase and initiate the recruitment of players through word of mouth and club social media

Job Challenges & Problem Solving

- Management of own time to ensure time is invested/spent on key priorities.

Competences

- Ability to manage own time and work with minimal supervision.
- Experience in working with young children in a sports or educational setting.
- Strong understanding of child development principles and the ability to apply them in a sports context.
- Excellent communication and interpersonal skills to engage effectively with young players, volunteers, and parents.
- Creative and innovative mindset to develop engaging activities and programs for play phase years football development.
- Ability to work collaboratively with a team and contribute positively to the club's culture and ethos.
- Teamwork – displaying the ability to contribute co-operatively & successfully when working with others both internally & externally
- Excellent planning & organisation skills, including the ability to prioritise & multi-task.
- Excellent verbal & written communication skills.

Hours of Work / Annual Salary

- The post is paid with expected hours of 4 hours (on average) per week.

Additional Information:

This role requires a passion for working with young children, a commitment to promoting physical activity and wellbeing, and a dedication to upholding the values and standards of the community club. The play phase coordinator will play a crucial role in shaping the early football experiences of our young players and fostering a love for the game that will last a lifetime.

Print Name

Signed



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