

Football Coach Development Officer

Job Ref: REQ260641

School/Department summary:

Loughborough Sport is the overarching sport and physical-activity Professional Service of Loughborough University. It covers a wide spectrum: elite performance sport, recreational sport, coaching and volunteering, facilities, student clubs, and inclusive programmes.

Job Description

Job Family and Grade: Operational Services Grade 5 (OP5)

Job Purpose:

- To lead the delivery of the Loughborough University Football Coaching Continuous Professional Development (CPD) programme in conjunction with the wider Loughborough Football Strategy 2024-2029.
- To develop and deliver the Coaching CPD offer at the University across the Men's, Women's and Futsal Programmes.
- Working with the Coach and Volunteering Academy and Head of Coach Development to build a culture of coach development across the coaching pathway with high quality development opportunities.
- Work towards supporting opportunities for BAME and Female Coaches across the football programme.
- To comply with necessary National Governing Body rules, regulations, policies, procedures, and guidance that are in place.

Responsibilities

- Working with the Football Programme Manager and Head Coaches, lead and manage the delivery of the Loughborough Football Coach Development Programme, including CPD, mentoring and liaising with key internal and external stakeholders to build and sustain the Football Coaching programme.
- Produce a yearly programme of CPD opportunities for coaches in the Football programme.
- Work to identify and address gaps in the coaching provision and monitor current and future coaching workforce needs.
- Recruit, retain and develop coaches through the Football Association's (FA) qualification framework and local CPD opportunities.
- Provide appropriate records, statistics and reports which will assist with the monitoring and reviewing of coaching targets and objectives.
- Identify sources of funding that will be of benefit to coaches and provide advice and guidance to applicants.
- Develop relationships with external partners such as the Leicestershire and Rutland County FA to support the coaching CPD Offer.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: Football Programme Manager.

Direct Reports: N/A

Budget Responsibilities: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Practical experience of sports/Football development.	1
	Experience of supporting coaches in a grassroots setting.	1,2
	Knowledge of the Football Association's coaching qualification framework.	1
Skills & Abilities	Strong IT skills including the use of Microsoft Office applications.	1
	Ability to work independently and as part of a team.	1
	Excellent time management and prioritisation skills.	1,2
	Excellent problem-solving and decision-making skills.	1,3
	Strong communication and presentation skills.	1,2,3
	Report-writing skills.	1,2
	Influencing skills to champion change.	1
Education & Qualifications	Football Association coaching qualification (UEFA B).	1
	GCSE or equivalent qualification.	1
Training	Willingness to undertake further training as required.	3
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3
	Willingness to work irregular hours as necessary.	3
	Willingness to undertake occasional travel across the UK.	3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of project management.	1
	Knowledge and understanding of working with volunteers.	1,2,3

Skills & Abilities	Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.	3
	Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.	1,3
	Capability to create multiple reports, budgets and plans.	1,2,3
Education & Qualifications	UEFA A license (or working towards).	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations [include any additional accreditations relevant to your school/department]



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.