



**REDBORNE SCHOOL AND COMMUNITY COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Football Development and Outdoor Facilities Coordinator</b>
<b>HOURS:</b>	<b>Initially an average of 25 hours per week (1125 hours per year) Core hours to include a minimum of 25 hours per week 2.00pm – 7.00pm in the period September to March, an additional 325 hours per annum to be worked during evenings, weekends and school holiday periods by agreement</b>  <b>Pension and 24 days holiday per annum rising to 31 days</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher / Governing Body of the FA</b>
<b>LINE MANAGER:</b>	<b>Deputy Headteacher (Finance)</b>
<b>JOB PURPOSE:</b>	<b>To ensure effective development of football at Redborne Upper School, relevant facilities management primarily Artificial Grass Pitches in line with Football Foundation &amp; County FA expectations and maintain strong relationships to support appropriate partner clubs</b>

**MAIN DUTIES AND RESPONSIBILITIES:**

Strategic Planning

1. To continually develop football based at Redborne Upper School and implement the objectives set by the Football Development Group within the catchment area and local community.
2. To work with the Deputy Headteacher in relation to managing the income and expenditure plan for the facility and providing termly reports on the budget to the School Governing body and Football Development Group.
3. To produce appropriate business planning, forecasting and cost implications for any future football or facility development projects.
4. To review and agree with the Football Foundation any price changes for the artificial pitch.
5. To work with partner clubs to assist in successful delivery of development plans, achieve key objectives and establish relevant performance indicators.
6. To assist the Deputy Headteacher and the clubs in reporting progress to the Football Foundation against targets agreed within the relevant Business Plans.
7. To liaise / work with County FA football development staff to ensure the smooth integration / implementation of multiple-plan requirements i.e. training and education courses, social inclusion programmes, disability programmes and girls football.

Programme Management

1. To chair meetings as a neutral member of the Football Development Group and engage partner clubs to work collaboratively with school staff.
2. To engage and consult with local communities and partners in order to improve the delivery of opportunities and services at a local level and increase participation amongst target groups
3. To work with the School Sports Partnership on the delivery of education programmes to support the project development.

4. To support the Redborne PE department with football extra circular and additional opportunities where appropriate e.g. Redborne Festival.
5. To organise Grounds Maintenance Contract work in line with creating suitable field marking plans to support development of football and school PE requirements.
6. To develop small-sided football in partnership with relevant agencies on the artificial grass pitch and increased natural grass pitch provision.
7. Have an understanding of equity and social inclusion and where appropriate support delivery of specific projects.
8. To develop effective working relationships four partner clubs, Ampthill Town Football Club, Flitwick Eagles FC, Maulden Magpies FC & Westoning FC as well as with other key agencies:
  - Central Bedfordshire Council
  - Bedfordshire County Football Association
  - Other local sports clubs
  - Football in the Community Schemes
  - Professional sports clubs
  - Football Foundation
  - English Schools Football Association
  - Sport England
  - English Federation of Disability Sport
  - Team Beds and Luton, County Sports Partnership
  - Outside agencies
8. To prepare written reports on matters relating to football and list key partners in development.
9. To implement effective working arrangements to allow the School's extra curricula delivery programme to work alongside community provision e.g. storage areas, goal / net expectations

#### Resource Procurement

1. To ensure that the optimum resources are procured to deliver the programmes.
2. To organise regular Pitch Power football assessment reports and subsequent work to meet grass pitch grant requirements
3. Support clubs and community groups re revenue bids to the Football Foundation

#### Marketing and Promotion

1. Raise the profile of facilities within Redborne Upper School and Community College in collaboration with the Flitwick football centre facilities and services in both traditional and non-traditional football organisations.
2. Create a programme of use for the football facilities that helps ensure maximum use of facilities and the income targets are delivered.
3. Proactively look at ways to increase sporting opportunities, specifically football to maintain / increase to optimal usage of Redborne sports facilities

#### Monitoring and Evaluation

1. Develop measures for annually evaluating the success of the artificial grass pitch in line with the conditions of the Football Foundation.
2. Monitor and evaluate the FA Football Development Programmes to ensure that there is effective delivery and equity throughout the programmes.

#### General

1. To provide the main point of contact for SchoolHire administration queries, pick up messages, enquiries and booking requests for artificial grass pitch external hire.

2. To manage all bookings on artificial pitch and support the development of bookings for other sports facilities e.g. MUGAs, Sports Hall, Grass Pitches. Covering and assisting our bookings officer when necessary.
3. To liaise with the Head of PE to organise any disruption to lesson delivery on sports facilities are either avoided or minimised and if needed effectively resolved.
4. To undertake regular football related maintenance checks and tasks in partnership with the school's site team.
5. To complete weekly brushing and litter control of the artificial grass pitches.
6. To control outdoor facility flood lighting, organising setting time clocks for appropriate automated lighting where needed for both internal and external use.
7. To coordinate health & safety inspections and maintenance of equipment of sporting facilities.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. Support Site Team where appropriate during holiday periods / weekends where additional football activities result in increased site access and security responsibilities.
3. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
4. The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
5. To attend training / seminar courses as deemed appropriate
6. To undertake any other duties of a similar level and responsibility as may be required.