

**FOOTBALL DEVELOPMENT AND OUTDOOR FACILITIES COORDINATOR - PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	<p>Education to GCSE standard with a minimum of 5 passes at GCSE (A* - C including English and Maths or equivalent qualifications).</p> <p>Higher Education qualification</p> <p>FA Level 1 Coaching qualification in football</p> <p>An understanding of sports development</p> <p>Understanding of sports equity</p>	<p>Knowledge of developments in the National Game</p> <p>FA Level 2 (UEFA C) Coaching Qualification in football</p> <p>Knowledge of relevant funding agencies</p>
<b>Experience</b>	<p>Experience working in a football setting, managing a group of players, working as part of a team</p> <p>Leadership skills including the ability to be able to control meetings.</p> <p>Experience of managing projects, financial matters and budgets.</p> <p>Strong communication skills</p> <p>Basic understanding of sports facility hire</p>	<p>Experience in a school environment</p> <p>Experience of working with young people</p> <p>Experience of administration and working with budgets</p> <p>Experience of writing reports</p> <p>Working in a sports facility environment</p>
<b>ICT Skills</b>	<p>Ability to use computers, competent in using standard software packages (e.g. Word, Excel)</p>	<p>Experience of use with the SchoolHire or similar software package</p>
<b>Personal Qualities</b>	<p>Confident, well organised and capable of showing attention to detail</p> <p>Good interpersonal skills</p> <p>Able to work under pressure and as part of a team</p> <p>A commitment to quality and continuous improvement</p> <p>Evidence of innovation and problem solving</p> <p>Ability to work unsupervised and on own initiative</p> <p>Flexibility on hours and weekend work</p>	<p>A positive attitude towards their own professional development.</p> <p>Be creative in their problem solving and be willing to be flexible enough to try new approaches.</p>
<b>Communication Skills</b>	<p>Able to communicate effectively verbally and in writing</p>	<p>Competence in communicating using ICT (e.g. Powerpoint presentations, digital photography)</p>
<b>Development and Training</b>	<p>Willingness to undertake first aid training</p> <p>Willingness to undertake further work-related training</p> <p>Full driving licence and willingness to undertake minibus training</p>	<p>Holds a First Aid certificate</p> <p>Evidence of existing professional development</p>

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.