



Job Title:	Women and Girls Development Officer
Reporting To:	Women and Girls Development Manager
Number of Roles available:	1
Key Relationships:	All Salford City FC Foundation staff
Hours of Work:	37.5
Location:	Salford and Beyond
Salary:	£25,000 - £28,000
Contract Type:	Full Time

Job Overview: (No More than 50 words.)	Salford City FC Foundation are seeking to appoint a dedicated, enthusiastic, and professional individual to the exciting role of Women and Girls Development Officer.
Job Description	
The Women & Girls Development Officer will support the Women & Girls Development Manager in the successful delivery, development and growth of the Foundation's female provision. The post holder will have a particular focus on the day-to-day delivery and development of the Girls Emerging Talent Centre (ETC), whilst also supporting and delivering KeepHers, girls only Premier League Kicks, women's walking football and other women and girls programmes, projects and participation initiatives. The role will combine high-quality football delivery, player development, programme administration, participant engagement, community engagement and programme development. The post holder will play a key role in turning the strategic direction set by the Women & Girls Development Manager into effective, high-quality and day-to-day delivery.	
Role Responsibilities	
• Support the Women & Girls Development Manager in the successful day-to-day operation, coordination and development of the Girls Emerging Talent Centre and the Foundation's wider women and girls provision. • Plan, prepare and deliver high-quality, engaging and inclusive football sessions that meet the needs, abilities and aspirations of participants. • Deliver regular evening sessions and support weekend activity where required.	

- Support the implementation and continued development of the Foundation's women and girls strategy and departmental delivery plans.
- Contribute ideas for new programmes and opportunities that respond to identified community need and support the continued growth of the women and girls pathway.
- Ensure programmes are delivered consistently to a high standard and in accordance with relevant Foundation and funder requirements.
- Promote equality, diversity and inclusion throughout all areas of delivery, helping to ensure provision reflects and responds to the communities the Foundation serves.
- Actively seek and respond to participant, parent/carer and partner feedback to support continuous improvement.
- Work collaboratively with colleagues across the Foundation to connect women and girls provision with wider programmes relating to community engagement, health and wellbeing and education and employability.
- Place the safety, welfare and wellbeing of participants and adults at risk at the centre of all activity.
- Work in accordance with the Foundation's safeguarding policies, procedures and codes of conduct.
- Recognise, respond to and report safeguarding concerns promptly and appropriately, following the Foundation's reporting procedures to the Senior Safeguarding Manager.
- Ensure appropriate registers, emergency contact details, medical information, consent documentation and other relevant participant information are available and managed appropriately during programme delivery.
- Maintain accurate and timely records relating to programme delivery, attendance, participant engagement, demographics, progression and outcomes using the Foundation's monitoring systems.

About You

The Post holder will have:

Add or remove bullet points where appropriate.

- Excellent interpersonal skills
- Excellent communication skills
- Excellent eye for detail
- Extensive experience and understanding around the ongoing impact and data capture of provision within the community, ensuring all programme and service user outcomes are celebrated.
- The ability to work towards and achieve targets set both internally by

	Salford City FC Foundation and external partners. • Excellent IT skills. • The ability to work under pressure and to tight deadlines. • Ability to work independently and as part of a team.
This person will be: Add or remove bullet points where appropriate.	• Self-motivated • Hard working • Enthusiastic • A team player
The post holder will be expected to: Add or remove bullet points where appropriate.	• Act with honesty and integrity at all times • Demonstrate high standards of personal conduct • Value and respect colleagues and other members of staff • Work with others to develop and improve our services • Take personal responsibility for their words and actions and the quality of service they deliver.
Person Specification	
E = Essential, D = Desirable Add or remove bullet points where appropriate.	Essential • Experience of coaching within women and girls football • Excellent understanding of player development and the female football pathway • Minimum of UEFA C qualified • Ability to work evenings and occasional weekends • Strong understanding of the challenges and barriers affecting female participation • Experience working to KPIs, contracts and funding outcomes • Strong organisational, project management and data management skills • Excellent written and verbal communication skills

	• Commitment to safeguarding and equality, diversity and inclusion Desirable • UEFA B qualified • Experience within a talent development environment • Experience of working within an Emerging Talent Centre or similar programme • Experience of Talent ID • Additional qualifications in coaching
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How to Apply	In order to apply, you should submit the following to the Women and Girls Development Manager at Salford City FC Foundation; Georgia Dickinson at: georgia.dickinson@salfordcityfc.co.uk • A one-page statement • A current CV • Two references to support your application
Link To Application form (if applicable):	

Required Job Posting Platforms				
Website	LinkedIn	Indeed	UK Sport	EFL
Jobs in Football	Other: Please Specify: In house (first if allowed)			

Any other required information