



## Job Description (Head of Women's & Girls' Football & 1st Team Manager)

<b>Job Title</b>	Head of Women's & Girls' Football & 1 <sup>st</sup> Team Manager	<b>Date Prepared</b>	Feb 2026
<b>Reports to</b>	Head of Football Operations	<b>Hours of Work</b>	Full time – to suit hours of role
<b>Direct reports</b>	Women's Department Staff & Players	<b>Location</b>	Cardiff City Stadium & House of Sport

### Job Role

To provide strategic leadership and operational oversight for the women's and girls' pathway at Cardiff City Football Club Women, establishing a clear vision, strong identity, and high-performance culture across all age groups. The role drives the long-term growth of the programme while managing the First Team to deliver sustained success. It also leads the continued evolution of the women's programme to maintain domestic dominance and strengthen the club's ability to compete and advance in the UEFA Women's Champions League. Through strong leadership and collaboration, the postholder ensures that players and staff are supported, standards are upheld, and the women's and girls' game continues to thrive within the club and wider community.

### Key Responsibilities

#### Strategic Leadership of Women's & Girls' Football

- Develop and implement a clear, long-term vision for the women's and girl's programme, aligned with the clubs' values and ambitions.
- Oversee the full female pathway, ensuring a seamless progression from Academy teams through to the First Team.
- Foster an inclusive, safe, and high-performance environment where players and staff can thrive and fulfil their potential.
- Work collaboratively with club leadership and the Community Foundation to grow participation, visibility and community engagement within the women's and girls' game.
- Champion the club's commitment to equality, inclusion, and the growth of women's football, both within the organisation and in the wider community.

#### First Team Management

- Lead and manage all aspects of the women's first team including coaching, match preparation, planning and performance analysis.
- Deliver a clear playing philosophy and identity that reflects the club's values and maximises player strengths.
- Manage player development, behaviour, welfare, and performance, ensuring high standards on and off the pitch.

- Recruit and retain First team players in line with club strategy and budget to build a competitive, balanced, and high performing squad.
- Lead a multi-disciplinary team, collaborating with medical and support staff to ensure a holistic approach to performance.

### **Pathway Development & Talent Identification**

- Monitor and evaluate the performance of the female programme, including player pathways from the Academy to the First Team.
- Establish and maintain a robust talent identification and development framework across all age groups.
- Ensure coaching standards, session design and player development plans are consistent and aligned across the pathway.
- Work closely with academy coaches to identify high-potential players and support their transition into senior football.

### **Operational & Administrative Leadership**

- Lead the day-to-day operations of the women's and girls' programme, ensuring smooth coordination across all teams and age groups to support high quality delivery across coaching, performance and player welfare.
- Oversee scheduling, equipment and logistics for training, matches, facilities, and staff to ensure efficient and effective use of club resources.
- Ensure the club meets all regulatory, safeguarding, and governance requirements relating to the women's and girl's game.
- Collaborate with the clubs commercial, marketing and communications teams to maximise revenue opportunities, to support sustainable growth and competitive performance across the women's and girls' pathway.
- Act as a primary contact for the league and any other relevant stakeholders and represent the club at relevant competition meetings.
- Work with the Head of Football operations to effectively manage the department budget and forecast operational needs.
- Undertake other reasonable duties as requested by the CEO/Head of Football Operations.

### **Additional Information**

This is a leadership role requiring regular evening and weekend work, including matchdays and training sessions. The successful candidate will be expected to represent Cardiff City Women with professionalism, integrity, and commitment to the continued growth of the Women's game in Wales.

## Club Responsibilities

### Health and Safety

- To take responsibility for your own health, safety, and welfare, ensuring compliance with Cardiff City Football Club's Health and Safety Policy, procedures, and safe systems of work.

### Data Protection

- To take responsibility for the protection of personal data and confidential information, ensuring compliance with General Data Protection Regulations and Cardiff City Football Clubs Data Protection Policy.

### Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

### Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Cardiff City Football Club's Equal Opportunities Policy.

## Knowledge, Skills and Experience Required

### Essential

- UEFA A Licence.
- Full UK driving licence.
- Valid DBS certificate.
- Experience working within women's and girls' football, with a strong understanding of the women's football landscape and current trends shaping the game.
- Strong leadership and communication skills, with the ability to inspire and motivate players and staff.
- Excellent organisational skills, with a proven track record of coordinating complex schedules, resources, and operational demands across multiple teams and age groups.
- Deep understanding of safeguarding principles and best practice within women's and girls' football, ensuring a safe, inclusive, and supportive environment for all players.
- Ability to build and maintain a strong network within women's football to support recruitment and partnership opportunities.
- Proactive, self-motivated, and able to independently prioritise and manage workload effectively.

### Desirable

- Experience working as a Women's First Team Manager/Head Coach or in a senior managerial or leadership role within football.
- Educated to degree level or equivalent.
- Knowledge of Welsh football pathways and FAW regulations.
- Experience managing and leading groups of people in a performance or development environment.
- Experience participating in media interviews and representing an organisation publicly.
- Experience in talent identification and long-term player development.

## **Equality**

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## **Safer Recruitment Policy**

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

## **How to Apply**

Should you feel that you have the necessary skills and experience required for the role and wish to apply for this position, please email a copy of your up-to-date CV together with a club application form found at <https://www.cardiffcityfc.co.uk/club/club-vacancies> to: [advert@myjobvacancies.co.uk](mailto:advert@myjobvacancies.co.uk)

## **Closing Date**

Friday 27<sup>th</sup> February 2026 at 5pm.