**PORT VALE FC FOUNDATION**

**FEMALE FOOTBALL DEVELOPMENT COACH**

**JOB DESCRIPTION**

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| **Job Title:** | | | Female Football Development Coach | | | | |
| **Post Ref:** | | FFDC | | **Salary Grade:** | Volunteer | **Date of Issue:** | May 2019 |
| **Responsible**  **To:** | | | | Female Football Development Officer | | | |
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| **Main Purpose of Job:**  To instruct/coach and supervise all participants in the classes ensuring coaching coheres with the standards of the National Governing Body of the sport. | | | | | | | |
| **Main Tasks/Duties/Responsibilities** | | | | | | | |
|  | Ensure effective monitoring and evaluation of all activities undertaken within the scheme, reporting outcomes and performance back to funders / Foundation manager. | | | | | | |
|  | Coach of the PVFC Ladies teams, depending on age group allocation, to commit to a minimum of weekend match days and one evening training session. | | | | | | |
|  | Lead by example by creating exceptional session delivery plans and delivering to the highest standards at all times. | | | | | | |
|  | To collect and record player subs and registration fees, reporting back in to the FFDO.  Liaise with parents and players in regards to training and match day arrangements.   1. Promote a healthy learning environment for all players to improve and improve, with the aim of hitting targets set by the FFDO. | | | | | | |
| General | | | | | | | |
| 1. | To be aware of and comply with current Health and Safety Regulations and the Foundations Health and Safety policy and procedures as they relate to the duties and responsibilities of the post. | | | | | | |
| 2. | To undertake any appropriate training as required. | | | | | | |
| 3. | To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager. | | | | | | |
| 4. | To be aware of and adhere to the Foundations codes of conducts. | | | | | | |
| 5. | To undertake any other duties that may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post.  6. Complying with the company policy requirements for Equal opportunities, Racial Equality, Sex Discrimination and Disability  7.To ensure the correct procedures are adopted in the event of an emergency | | | | | | |
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| **This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.** | | | | | | | |
| Disclosure of Criminal Convictions If you are offered appointment to this post, you will be required to obtain an enhanced disclosure from the criminal Records Bureau. | | | | | | | |