



# Fintan Football Club

## Role Description & Person Specification Document

|                           |                              |                               |                           |
|---------------------------|------------------------------|-------------------------------|---------------------------|
| <b>Role Title:</b>        | Football Development Officer |                               |                           |
| <b>Club Tier Level:</b>   | Level 3: General Committee   |                               |                           |
| <b>Terms Of Election:</b> | Elected By Vote              | <b>Election Date:</b>         | At Annual General Meeting |
| <b>Post Held For:</b>     | One Year                     | <b>Re-Election Permitted:</b> | Yes                       |
| <b>DBS Status:</b>        | Required                     | <b>Safeguarding Status:</b>   | Not Required              |

### Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on [chairman@fintanfc.co.uk](mailto:chairman@fintanfc.co.uk). All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

**Vacancies will be advertised on the club website: [www.fintanfc.co.uk](http://www.fintanfc.co.uk).**

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

### Job Description

#### ROLE PURPOSE

The Football Development Officer is tasked with constantly planning for, and relentlessly driving, the overall development of the quality of football in the club. This role works across the entire club: youth, senior and management level. The ideal candidate will be someone with drive and a real desire to achieve outstanding outcomes for the standard of football of the club.

#### ROLE DUTIES

- Oversee the day-to-day operation of the Youth Academy.
- Line-manage all coaches and team managers - from U9s to Senior Teams - and be their point of contact for feedback, concerns or requests that require the attention of the committee.
- Advise the Chairman on performance and future requirements of club coaches and managers.
- Physically support all coaches/managers/players across all age-groups on at least one occasion throughout the season.
- Support coaches/managers with any coaching queries they may have by providing information or pointing them in the right direction.
- Oversee & ensure the continued improvement, growth & development of managers, coaches & players.
- Provide the club's coaches a CPD development day at least once a season (preferably more regularly).
- Write training session/unit plans and match-day warm-up session plans that can be accessed by all coaches and managers on Google Drive.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.
- Write an officer report that entails all of the managers' match reports, concerns and any areas that require reporting to the executive committee.

#### PERSON SPECIFICATION

##### Essential

- A clear passion and unwavering commitment to the club.
- Demonstrable strong leadership and man-management skills.
- Track record of leading improvement and improving standards of football with a club or education setting.
- Exemplary written and spoken English skills.

**QUALIFICATIONS AND TRAINING REQUIREMENTS**

**Essential:** At least FA Level Two in Coaching Football.

**Desirable:** UEFA B in Coaching Football or greater.

**ADDITIONAL NOTES**

This role is a major and pivotal role in the club. The FDO works extremely closely with the Chairman in order to plan and drive the improvement and development of the standard of football across the club. The ideal FDO will be a strong leader and someone who will be relentless in their pursuit of excellence for the club.

## Role Terms & Conditions: Acceptance Contract

|   |                          |                             |                        |
|---|--------------------------|-----------------------------|------------------------|
| <b>Job Title:</b>   | Club Development Officer |                             |                        |
| <b>Date of Election:</b>  |                          | <b>Post to be held for:</b> | One Season - Until AGM |
| <b>Personal Details</b>   |                          |                             |                        |
| <b>Full Name:</b>   |                          |                             |                        |
| <b>Address:</b>   |                          |                             |                        |
| <b>Date of Birth:</b>   |                          |                             |                        |
| <b>Declaration</b>  |                          |                             |                        |
| <p>I confirm that I accept the position of Club Development Officer of Fintan Football Club.</p> <p>I will act in the best interests of the Club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the Club.</p> <p>I understand that the role takes precedence over playing for the Club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Club Development Officer.</p> |                          |                             |                        |
| <b>Signature of Acceptance</b>  |                          |                             |                        |
| <b>Print Name:</b>  |                          | <b>Date:</b>                |                        |
| <b>Signature:</b>   |                          |                             |                        |