



Fintan Football Club

Role Description & Person Specification Document

Role Title:	Youth/Senior Team Manager		
Club Tier Level:	Level 5: Team Management		
DBS Status:	Required	Safeguarding Status:	Required

Appointment Procedure:

Team Manager appointments (youth and senior) are made by the Executive Committee. Candidates who wish to express an interest prospectively in team manager roles are to email chairman@fintanfc.co.uk. The Executive Committee allows the Team Manager to appoint their own assistant and coaching team, but this must be approved by the Executive Committee before confirmation can be made. DBS checks and safeguarding procedures must be completed before appointments can be made official.

Vacancies will be advertised on the club website: www.fintanfc.co.uk.

Job Description

ROLE PURPOSE

The Team Manager is responsible for the overall management of football affairs within their respective team. This involves the planning, social, communication, tactics, man-management and development aspects of the club. The Team Manager is a key figure in the club and is line-managed by the Football Development Officer. We expect our managers to work closely to drive improvement in the standard of football within the club.

ROLE DUTIES

Objective:

- To coordinate all football activities for the team to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.
- To provide support to the Football Development Officer and other management members to ensure the efficient operation of the club.
- Update football coaching/management qualifications through continuous professional development - FA Level 1 (essential), FA Level 2 or higher (desirable).

Responsibilities:

- To deliver the Fintan FC vision, values and playing philosophy.
- Be a strong leader who players naturally gravitate towards.
- Be an exceptional motivator, well-organised leader and driven football professional.
- Undertake tasks at the request of the Chairman and/or Football Development Officer.
- Communicate effectively through a range of channels including SMS, email, website and social media.
- Ensure team morale is at all-time highs by working with the Football Development Officer to plan and execute team/senior club social events and team-building activities.

Pre Season:

- Appoint appropriate personnel, or ensure they are appointed by the committee with your input and support.
- Assist in the planning and delivery of training sessions (supported by the Football Development Officer).
- Identify and assist in the pre-season friendly organisation.

During Season:

- Have an infallible football philosophy and tactical approach that you are able to translate into positive performances and results from your team.
- Have the ability to properly man-manage players, including during disputes, in order to maintain morale and a positive ethos in the club.
- Coordinate delivery of the Fintan FC Development Plan.

- Ensure all match, training and disciplinary fees are collected prior to the commencement of the next fixture.
- Liaise between players, coaches, the Football Development Officer and committee.
- Ensure all equipment is well-maintained and available as required by the team and/or league.
- Ensure all support staff (assistant manager & coaches) are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Coordinate submission of selection sheets and match reports after both home and away games - to be submitted to the Club Secretary and Football Development Officer immediately after fixtures.
- Ensure equipment, e.g. kit and footballs owned by the club are retained by the club.

Relationships:

- Reports directly to the Football Development Officer.
- Supports the smooth running of the club by working closely with and supporting club officials, such as: assistant managers, coaches, ground staff, clubhouse staff.
- Liaises with club and match officials and other key stakeholders.

Accountability:

- The Football Manager is accountable to the Chairman and the Committee.
- Provide a report on team operations to the Football Development Officer who will present this at the monthly committee meeting.

PERSON SPECIFICATION

Essential

- A clear passion and unwavering commitment to the club.
- Demonstrable exceptional leadership and man-management skills.
- Must be an experienced and passionate football coach first and foremost.
- Must be willing to learn new coaching strategies/methods and be prepared to further develop themselves.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential:

The FA/1st4Sport Level 1 in Coaching Football.

FA Safeguarding Children Certificate.

FA First Aid Certificate or equivalent.

FA Endorsed Enhanced DBS Check.

Desirable:

FA Licensed Coach Membership.

The FA/1st4Sport Level 2 in Coaching Football, or greater.

ADDITIONAL NOTES

The committee will closely monitor the performance of Team Managers across the club and aim to support them in their development and progression as a coach, by providing training and funding for further qualifications. At the end of each season, a full review will be conducted, and successful managers will be offered a renewal or promotion (where applicable and appropriate) for the following season.

Role Terms & Conditions: Acceptance Contract

Job Title:	Team Manager		
Date of Election:		Post to be held for:	One Season - Until AGM
Personal Details			
Full Name:			
Address:			
Date of Birth:			
Declaration			
<p>I confirm that I accept the position of Team Manager in 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 Team Manager.</p>			
Signature of Acceptance			
Print Name:		Date:	
Signature:			