



## Aberdeen FC Community Trust Job Description

This document is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to work additional hours and/or days (including weekends and evenings) in the fulfilment of their employment.

All employees may be required to undertake any other duties as may be reasonably requested that are within the skill set of competencies.

<b>Employee:</b>	
<b>Job Title:</b>	Senior Scottish FA Community Coach
<b>Line Manager:</b>	Community Operations Manager
<b>Responsible for:</b>	Supervision of AFCCT 'Football for Life' pillar, and other AFCCT activities

### Overall Purpose of Job: (narrative)

The primary role of Senior Scottish FA Community Coach is to provide supervisory level direction & lead the delivery within AFCCT's Football in the Community Initiatives.

The Senior Scottish FA Community Coach will work internally as the 'Football for Life' pillar lead, alongside the 'Education' and 'Healthy Communities' pillar leads to deliver AFCCT's operational obligations. Externally will work together with the AFCCT stakeholders to enable the Trust to fulfil its duties and responsibilities as a registered charity.

### Key Responsibilities

- Lead the AFCCT 'Football in the Community' team in the delivery of key Scottish FA Programmes such as Coach Education, Club Development and League Support, whilst increasing participation
- In accordance with an outlined work plan agreed by the Scottish FA Regional Manager and AFCCT Community Operations Manager, lead all aspects of the 'Football in the Community' Programmes and work in conjunction with the Scottish FA to help deliver the Scotland United 2020 vision and One National Plan with a particular focus on strong, quality growth
- To assist the Community Operations Manager in the development of a medium to long-term strategy for the AFCCT team via a suite of designed programmes
- To assist in ensuring that the recruitment, supervision, training and development of staff reflect good employment practice and are directed towards achieving AFCCT's charitable purposes.

- To ensure that AFCCT is aware of best practice and that it constantly works to achieve this within the budgetary constraints and resources available.
- To promote and foster football at all levels, supervising all aspects of AFCCT and Scottish FA related community football programmes
- To organise in-service events for part time community coaches
- To pro-actively develop and maintain positive working relationships with local clubs, coaches and parents
- To develop, as appropriate, the public profile of AFCCT and foster good relationships with its key partners, government, statutory, voluntary and private bodies and other external stakeholders
- To scan the external social environment for changes that may affect the direction, activities or effectiveness, of AFCCT and advise the AFCCT Management team proactively and to progress necessary action.

#### **General Responsibilities**

- To provide mentoring and identify initiatives to improve the working situation and efficiency of AFCCT and to contribute to positive employee relations.
- To take all reasonable care and attention for the health and safety of yourself and other employees and members of the local community who may be affected by the activities of AFCCT.
- To comply with all aspects of AFCCT's Health and Safety Policy and Arrangements, to enable the Trust to perform its civil and statutory obligations in relation to Health & Safety
- Identify and meet the needs of supporters, sponsors, colleagues and our other stakeholders, focusing on initiating and welcoming contact and open communication to deliver first class customer service whilst meeting our Trust policies and business objectives
- Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations in conjunction with AFCCT Management team.

<b>Experience/Qualifications/Training</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Applicants must be in possession of one or more of the following Scottish FA / UEFA Licences; B Licence, Advanced Children’s Licence</li> <li>• Experience of line managing personnel</li> <li>• Management of coaching programmes and achieving related targets</li> <li>• Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals</li> <li>• An approachable and receptive supervisory style</li> <li>• Excellent communication skills, both verbal and written in a professional environment</li> <li>• Self-motivated, with ability to manage own workload</li> <li>• Proven ability to work autonomously to meet targets and deadlines</li> <li>• Proven ability to work effectively as part of a team</li> <li>• Computer literate, in particular Word, Excel and Powerpoint and an ability to be administratively self-sufficient</li> </ul>	<ul style="list-style-type: none"> <li>• We’d like applicants to be in possession of one or more of the following Scottish FA / UEFA Licences; A Licence, Elite Youth A Licence</li> <li>• Proven track record of supervisory / management responsibilities</li> <li>• Experience in implementing multi-agency strategies and managing partnerships</li> </ul>
<b>Personal Attributes</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Excellent people skills</li> <li>▪ Commitment to performance, accountability and strong ethics of fairness and equality</li> <li>▪ Strong interpersonal skills and mediating ability</li> <li>▪ Personality, conduct and credibility that engages and commands confidence and respect whilst representing the Club</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full Driving licence</li> </ul>

<b>Employee Signature</b>	<b>Line Manager Signature</b>
<b>Date:</b>	<b>Date:</b>