JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Coach Development Lead + Barclay Girls Football Partnership Lead
Reports to	Football Development Manager + Senior Children & Young People Operations Manager

Location	Somerset FA HQ, Charles Lewin House, Glastonbury, Somerset and Home working with line manager approval (when appropriately required). Some time in SASP HQ in wellington may be required as and when.
Working hours	35 hours per week. 09.00-17.00 (please note, due to nature of the role, evening and weekend work will be required)
Contract type	Fixed Term Contract- June 2028
Direct reports	Casual Coach Workforce

Job purpose

Somerset FA:

To support England Football Accredited Clubs to become more sustainable by embedding the Thriving Community Club framework, aligning support services, and facilitating collaboration between multiple stakeholders.

To lead the growth and sustainability of high-quality coaching and coach development opportunities within England Football Accredited Clubs by working with Coaching Leads to design and deliver people-centred coach development programmes, aligned with the FA Learning Coach Development Framework.

To ensure that all coaches have access to meaningful learning, mentoring, and development opportunities that enhance their ability to create positive experiences for every player, across all pathways.

SASP:

This is a part-time role delivering the Barclays Girls Football Partnership in the Mendip, Taunton and West Somerset areas of Somerset. The post holder will work with outside partners and as part of the Children Young People team at SASP to deliver the outcomes of the Barclays Girls Football Partnerships programme.

Job responsibilities

Lead Responsibilities:

- To provide targeted, sustained, and high-quality support to coaches, particularly within 2- and 3-star England Football Accredited Clubs.
- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for the Coaching pillar.
- Support clubs in their development of a club specific Coach Development plan/programme that reflects FA Learning principles and prioritises the long-term development of people as well as football outcomes.
- Support clubs to recruit and develop a workforce that is representative of those playing within it.
- Build and maintain relationships with key stakeholders, including FA Regional staff, FA Casual Workforce, and other strategic partners to support the development of Coach Development & Thriving Community Clubs.
- Ensure that all coach development activity is aligned with the FA Learning Coach Development Framework, embedding the principles of learning design, coach developer behaviours, and holistic people development.
- Support the delivery of the FA Workforce development plan, aligned to the demands of a growing workforce
- Deliver Coach Developer Training for Club Coaching Leads across the County in line with the FA Coach Developer Framework and supporting materials.
- Implement the Quality Assurance and Development of the Coaching Leads in club.
- Support the deployment of Casual Workforce in line with the FA's approach to meet the needs of clubs locally.
- Coordinate and deliver a Coach Development Programme for the County supporting coaches at all levels of the game incorporating club, county and regional delivery.
- Ensure the Coach Development Programme supports the recruitment & development of a diverse coaching workforce for the game, inclusive of female and ethnically diverse coaches.
- Be a licensed Coach Developer demonstrating the competencies of the FA Coach Developer Framework in all CPD, mentoring, and support activity.
- Manage, support and deploy a team of Casual Coach Developers within your respective County Football association to meet the needs of the County FA.
- Ensure your casual workforce have all relevant requirements for the role and maintain their Coach Developer License annually.
- Ensure the team of Casual Coach Developers is diverse and is a representation of the game in Somerset.
- Collaborate with relevant Somerset FA football development leads (e.g. Club Development, Inclusion, Women & Girls) to achieve the above.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce.

SASP

Aim: to sustain the growth of girls football in schools and increase the number of community opportunities through providing opportunities for girls to:

- Learn through football in PE lessons
- Participate in girls only football sessions
- Compete in girls' football school fixtures/events
- Lead girls' football activity for others.
- Gain opportunities to community clubs and recreational opportunities.

Through this infrastructure, the post holder will develop innovative ways to deliver football for girls, improving participation from their very first experience and creating the next generation of female footballers, coaches and volunteers. There are four clear ambitions:

- Demonstrate the value of girl's football within whole school through delivery of bespoke interventions for schools through which schools can access FREE CPD and resources
- Advocate the impact of football on girls' wellbeing, leadership and achievement
- Develop and test specialist interventions and learning through the vehicle of football in schools
- Collaborate with partners to support transition of young people to sustain their involvement in girls' football.

- Work with schools, clubs and other partners to deliver the outcomes of the Girls Football programme.
- Present reports and attend meetings where appropriate.
- Meet nationally prescribed KPI's and report progress on these on a termly basis.
- Establish productive relationships with Somerset FA and the other Girls' football strategic leads in the County.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with, adhering to the SASP Safeguarding and Protecting Children policy.
- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation and the SASP Equality and Diversity policy
- Contribute to the overall ethos, work and aims of SASP.

Other:

- Execute tasks as required to meet the Somerset FA changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Somerset FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.

- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- To support delivery of The FA Grassroots Football Strategy and the Somerset FA Business Strategy.

Person specification	
Qualifications	
Essential	Desirable
• Educated to A level or equivalent. • UEFA B or equivalent (or working towards)	• Two years' sports development experience. • Youth Module 3
Skills	
Essential	Desirable
• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. • Significant Coach Development Experience. • Experience of supporting adult learning. • Grassroots Coaching/ Coach Development experience. • Project management skills and experience – to plan, set and achieve objectives to deadlines. • Excellent IT skills, including the use of Microsoft Office applications. • Ability to work independently and as part of a team. • Excellent time management and prioritisation skills. • Excellent problem-solving and decision-making skills.	• Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities. • Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. • Capability to create multiple reports, budgets and plans.

• Outstanding communication and presentation skills. • Exceptional customer service. • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change.	
Knowledge and experience	
Essential • Practical experience of Coach Development • Demonstrate a working knowledge of inclusion, equality, antidiscrimination and safeguarding. • Knowledge of The FA coaching qualification and CPD Framework • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. •	Desirable • Knowledge of The FA's Grassroots Football Strategy. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.	
Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNTIES	• Evolve the youth game. • Improve team-based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DELOVEP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	• Sustain and grow more playing opportunities in schools. • Create more team based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	• Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.

TACKLE POOR BEHAVIOUR	• Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	• Grow the number of people running the game. • Improve the diversity of those running the game. • Support those running the game to learn and develop. • Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. • Help clubs to become more sustainable. • Support the current and future generation of club leaders. • Equip clubs to add value to their local communities.
CONNECT AND SERVE PARTICIPANTS	• Make it easier to find information and opportunities to play, volunteer and learn. • Improve our customer service and communications. • Develop our digital tools to make running the game easier. • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	• Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.

Job description reviewed and modified by:	Rob Allan- Football Development Manager Hayley Bullock- Senior Children & Young People Operations Manager
Date job description reviewed and modified:	09/11/2026
Job description authorised by:	Jon Pike- CEO

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.