



Job Description

Job Title	Girls Assistant Programme Manager
Department	Youth Development
Reports to	Head of Youth Development & Girls Programme Manager
Location	Cambridge United Football Club
Salary	£7,800
Hours	3 year fixed term contract 10 hours per week Flexible hours but must be available to work evenings and during school holiday periods
Role Summary	<p>To assist with the running and development of Cambridge United's girls programmes.</p> <p>To lead the running and organisation of the clubs new girls ETC programme.</p> <p>To provide high quality coaching and opportunities for youth female players, targeting new participation and raising the profile of Cambridge United FC.</p> <p>Opportunities to work additional paid evening hours in other Youth Development programmes subject to qualifications and experience.</p>
Key Job Outcomes	<ul style="list-style-type: none"> To lead on the organisation, delivery and communication of the girls ETC programme which includes the running of training sessions, fixtures, trials and other additional opportunities/events To assist with the organisation and delivery of all other Cambridge United's girls programmes To recruit, train and manage the required staff for the ETC and other girls programmes including assisting with CPD events. To meet/exceed the financial targets for the girls programmes, as set by the Club To ensure appropriate monitoring and evaluation of the ETC budget To deliver the brand standards of outstanding customer service whilst ensuring a clear and effective line of communication is maintained across all departments To promote and market all Club activities and programmes by appropriate means, as requested. You will be assisted with this by the Communications Manager and the other Business Operations team members Any other duties as requested by the Youth Development Manager



This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
UEFA B award in coaching football	✓	
UEFA A award in coaching football		✓
Experienced and has knowledge of female football	✓	
Introduction to First Aid qualification	✓	
FA Safeguarding children workshop	✓	
Experienced in talent ID		✓
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, word and powerpoint		✓
Experience of working with player/parents in football environments	✓	
Experience leading/managing an area/people or teams	✓	
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Application Closing Date	Sunday 21 st August 2022
Interview Date(s)	Week commencing 22 nd August 2022
Start Date	Monday 29 th August 2022
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	<p>Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p>
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.