



Job Description

Job Title	Regional Development Centre Manager
Department	Youth Development
Reports to	Head of Youth Development
Location	Cambridge United Football Club
Salary	£24,000- £26,000
Hours	Permanent contract 40 hours per week Monday-Friday Must be available to work weekday evenings
Role Summary	To lead the running and organisation of the clubs regional development centre programmes. To provide high quality coaching and opportunities for youth players, targeting new participation and raising the profile of Cambridge United FC.
Key Job Outcomes	<ul style="list-style-type: none"> To manage all tasks in the communication and delivery of the regional development centre which includes the running of training sessions, kit, fixtures, trials and other additional opportunities/events. To recruit, train and manage the required staff for the running of the RDC programmes including the delivery of CPD/induction events. To work closely with the youth development team to ensure safeguarding standards, policies and actions are implemented/maintained appropriately. To attend and assist with the organisation and management of the youth development tours. To lead the organisation and delivery of the RDC holiday programmes. To meet/exceed the financial targets for the RDC, as set by the Club. This includes the creating, monitoring and evaluation of the programmes budget. To manage the recording of the necessary statistics about all RDC centres e.g attendance, participation, growth within the centres. To actively keep a positive relationship with local grassroots clubs. To complete the required payroll process. 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. The Communications Manager



	<p>and the other Business Operations team members will assist you with this.</p> <ul style="list-style-type: none"> Any other duties as requested by the Youth Development Manager or CEO.
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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
Level 2 award in coaching football	✓	
UEFA B award in coaching 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 and match day events	✓	



Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Application Closing Date	Wednesday 8 th March 2023
Interview Date(s)	Tuesday 14 th March 2023
Start Date	ASAP
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.