



# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

## FOOTBALL DEVELOPMENT OFFICER

<b>JOB TITLE:</b>	<b>FOOTBALL DEVELOPMENT OFFICER</b>	
<b>RESPONSIBLE TO:</b>	<b>Community Development Officer</b>	
<b>RESPONSIBLE FOR:</b>	Cambourne Town Football Club (CTFC) and Volunteers	
<b>PURPOSE OF POST:</b>	To work as part of the Town Council administration. Specifically, in Development of Football in Cambourne.	
	<b>Note Items in bold below</b> are delegated from the Town Clerk and become part of the role holder's responsibility	
<b>OVERALL RESPONSIBILITIES</b>		
	1	<b>To notify the Clerk/Club Secretary of issues that require the Councils attention preparing necessary reports. Relevant to their role. To assist the Clerk/Club Secretary with the effective management of all its resources and will report to them as and when required.</b>
	2	To assist with the smooth operation of all the functions of the Town Council and Cambourne Town FC to ensure that specific designated areas of work are successfully carried out.
<b>GENERAL RESPONSIBILITIES</b>		
	3	<b>To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role.</b>
	4	To encourage local creativity, vibrancy and diversity.
	5	To work with local authorities and organisations to achieve community development outcomes as adopted by the Council and in Cambourne Town FC Development Plan
	6	To provide advice and report to Council on appropriate initiatives, issues and legislation relevant to community development.
	7	To manage and implement tasks identified in the Cambourne Town Plan and other such community-wide consultations as may subsequently arise.
	8	To promote an inclusive community
	9	To be self-administrating
	10	To proactively promote Cambourne Town Council's Mission Statement.
	11	To proactively promote Cambourne Town

<b>SPECIFIC RESPONSIBILITIES</b>		
	12	To ensure that statutory and other provisions governing or affecting the running of the Council are observed
	13	To ensure that the Council's obligations for Risk Assessment are properly met.
	14	To receive correspondence and documents on behalf of the Council, Cambourne Town FC and to deal with the correspondence or documents or bring such items to the attention of the Council or Management Committee. To issue correspondence as a result of instructions of, or the known policy of the Council.
	15	To study reports and other data on activities of the Council, Cambourne Town FC and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council and Cambourne Town FC.
	16	In consultation with the Clerk and Community Development Officer draw up both on their own initiative and as a result of suggestions, proposals for consideration by the Council, Cambourne Town FC and to advise on practicability and likely effects of specific courses of action.
	17	To monitor the implemented policies of the Council and Cambourne Town FC to ensure they are achieving the desired result and where appropriate suggest modifications.
	18	To act as the representative of the Council and Cambourne Town FC as required.
	19	To prepare, in consultation with the Clerk, Community development officer and CTFC Marketing Officer, press releases about the activities of, or decisions of, the Council and CTFC.
	20	To ensure the proper care, security and usage of all the Council's and CTFC property and equipment.
	21	To assist the Clerk and Community Development Officer with the Council's Website and Social Media Officer and to advise the Council generally and, when appropriate, Members individually on social media issues. To ensure appropriate information is made available to promote the sporting activities of the Council.
	22	To assist the Clerk to ensure appropriate information is made available to promote the activities of the Council and Cambourne Town FC.
	23	To protect the Council's and Cambourne Town FC's interests in all matters.
	24	To provide progress reports as required on activities to Committee Chairmen, Council and the Management Committee.
<b>Club Development:</b>		
	25	Develop a clear club pathway from Soccer School/Wildcats through to Men's and Women's First teams, to act as a source of inspiration to younger players in the club and those interesting in joining.

	26	Set up, promote and support the club's Pan-Ability Football program (for players with (disabilities and/or additional needs), and recruit coaches and players to the same.
	27	Assist and promote player recruitment into Women's and Men's team.
	28	Organise and recruit coaches to Soccer School and Wildcats sessions (U5s/U6s).
	29	Support the setting up and running of development sessions for boys and girls (U7s – U10s) who are new to the sport and/or may be unable to join teams due to squad size availability.
	30	Support the setting up a turn-up and play session for 16–18-year-olds to promote a continued active lifestyle into adulthood.
	31	Build partnerships with local professional clubs (such as Norwich City, Cambridge United, Arsenal Ladies) to give players opportunities to supplement their development outside the club.
	32	Inspire and empower young people to be the best they can be as a footballer and a person, encouraging older players to get involved with coaching younger age groups.
	33	Organise and run holiday access to the 3G over the school holidays
<b>Schools:</b>		
	34	Create links with local primary schools to deliver lunch-time clubs, after-school clubs and PE lessons.
	35	Create links with CAM Academy Trust (Cambourne VC, Comberton VC) to support players with continued development in school as well as outside school.
	36	Establish opportunities with local schools, colleges and higher education to provide students (aged 14+) with coaching and refereeing opportunities within the club.
	37	Work with local schools to support young people with their mental health through sport and creating strong relationships with young people and other professionals in the area (CYP/Youth Worker/The Soul).
	38	Support local schools in providing opportunities to young people with disabilities and additional needs.
<b>Coach Recruitment &amp; Development:</b>		
	39	Engage with parents/guardians, players and any other interested parties to recruit new coaches and guide them through becoming a football coach.
	40	Mentor new coaches to support them through their FA Playmaker, Level 1 Introduction to Coaching Football, Safeguarding and First Aid courses, as required.
	41	Work with current coaches to help them with their continued development.

	42	Organize and/or Coach Personal Development (CPD) events.
	43	Work with the CWO to ensure coaches' DBS checks and qualifications are up to date.
	44	Support coaches on training and match days to create a positive, engaging, supportive and fun environment for young people to develop.
	45	Provide coaches with the chance to watch other FA coaches give sessions in the local area (Jackie Bushell, David Bridges, etc).
	46	Promote FA coaching and equality initiatives.
<b>Admin:</b>		
	47	Creating a session handbook, with session plans and ideas for club coaches to use to assist in planning sessions, particularly for new coaches and the younger age groups (U5s to U11s).
	48	Create a periodised development plan promoting the use of football facilities in Cambourne, taking into account the CTFC Development Plan.
	49	Creating player review cards so that players can reflect on their work in training and how they feel they can improve.
	50	Work closely with Cambridgeshire FA, to improve the level of coaching the club provides.
	51	To maintain the bookings system for the football facilities working with the Fixture Secretary at CTFC.
<b>Personal Development</b>		
	52	The post holder must ensure they hold a valid FA DBS, FA Safeguarding Children and FA Introduction to First Aid in Football. The post holder must ensure they are kept up to date at all times.
	53	Ensure that a minimum of 12 hours FA CPD performed per calendar year.
	54	Take any further qualifications as may be necessary to perform the role (as paid for by the club).
<b>Events:</b>		
	55	Have input on the scheduling, planning and organization of club tournaments and club fundraising and promotion events (e.g. Town Fete; Trophy Day; AGM; Committee meetings; Managers & Coaches Meetings).
	56	Co-ordinate Council resources with the Community Development Officer effectively for each event and activity.
	57	Implement budget allocation for each event and activity.
	58	Prepare relevant reports regarding new and existing activities and events.
<b>Program Development:</b>		
	59	Develop viable programs and initiatives with other community-based groups that utilise existing Council assets and reflect Council priorities.
	60	Investigate and facilitate securing external funding through grants and/or sponsorship where possible.

	61	Assist in developing activities in the Council's community facilities for high priority target groups as identified by the Council and Cambourne Town FC.
	62	Generate a sense of ownership and empowerment by the community to develop local sporting initiatives to benefit the local community.
	63	Arrange and/or attend such meetings as necessary with other organisations and residents with a view to furthering the Council's community development-based aims.
	64	To contribute to relevant policy development as required.
<b>Communication:</b>		
	65	Produce press-releases, articles, publicity, and website content as required and co-ordinate distribution of same.
	66	Attend meetings, sometimes out of hours/weekends, presenting written and verbal reports as required.
	67	Engage the community in meaningful dialogue, including through social media, to achieve optimal community outcomes.
<b>OTHER DUTIES:</b>		
	68	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working Hours
	69	To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence
	70	Ensuring compliance by the staff and Volunteers, as directed by the Town Clerk, on matters relating to Health and Safety at Work legislation and COSHH regulations; for discipline, timekeeping and the verification of timesheets as appropriate.
<b>Code of Conduct</b>		
	71	The Sports Development Officer will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.
	72	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy and the Equalities Act 2010.
	73	As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope.

**Town Council Properties and Land areas:**

- Village Greens at:
  - Great Cambourne
  - Lower Cambourne
  - Upper Cambourne
  
- The play areas and equipment within Cambourne including:
  - Great Cambourne Village Green Play Area
  - Lower Cambourne Village Green Play Area
  - Upper Cambourne Village Green Play Area
  - Eco Park Kick About Area
  - Great Cambourne Cricket Pitch Play Area
  - Skatepark
  - Informal MUGA
  
- Buildings including their car parks, grass areas and flowerbeds thereon:
  - The Hub Community Centre
  - Cambourne Town Office
  - Sports Pavilion
  - Lower Cambourne Cricket Pavilion
  - Great Cambourne Cricket Pavilion
  - Cambourne Sports Pavilion
  - Bowls Pavilion
  - Blue School
  - Cambourne Youth Building
  
- Sports Facilities including:
  - 3G ATP
  - Tennis Courts
  - MUGA
  - Bowling Green
  - Sports Pitches
  - Lower Cambourne Cricket Square and the outfield (county standard)
  - Great Cambourne Cricket Square and the outfield (county standard)
  
- Other Areas
  - Eastern Valley Country Park
  - Burial ground on the High Street
  - Upper Cambourne Village Green Car Park
  - Ponds and lakes
  - Drainage ditches (keeping free flowing)
  - Green ways (including some managed for Wildlife Trust)
  - Brace Dein allotments
  - Crow Hill allotments
  - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

All other land and buildings that come into the Town Councils ownership/responsibility



# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

## SPORT DEVELOPMENT OFFICER (FOOTBALL)

### PERSON SPECIFICATION

Applicants should have the following: (M; mandatory, E: essential, D: desirable)

- 1 Hold a valid FA DBS (M).
- 2 FA Safeguarding Children (M).
- 3 FA Introduction to First Aid in Football (M).
- 4 Knowledge of developments in the National Game (E).
- 5 Proven experience of staff supervision and successfully leading a team (E)
- 6 Full Driving license and willingness to undertake Minibus training (E).
- 7 Proven experience in use of Microsoft Office (E)
- 8 An understanding of sports development (E).
- 9 Knowledge of relevant funding agencies (E).
- 10 Level 2 Coaching qualification in Football (D)/working towards.
- 11 Understanding of sports equity (E).
- 12 Leadership Skills including the ability to be able to control meetings (E).
- 13 The ability to regulate workload and be self-administrating(E)
- 14 Sound interpersonal skills, good listening skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public (E)
- 15 A good command of the English language and the ability to compose letters and reports, has achieved GCSE level C or higher (E)
- 16 A good mathematical ability, has achieved GCSE level C or higher (E)
- 17 The ability to work to strict deadlines and to plan work efficiently under pressure (E)
- 18 The ability to assimilate information clearly and concisely and to maintain meticulous records, including timesheets (E)
- 19 The ability to relate to and work well with colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (E)
- 20 A proven record of good attendance and low uncertificated sickness (E).
- 21 Able to work flexible hours, especially evening meetings and some weekends (E)

- 22 Experience of effective public speaking (E)
- 23 Evidence of innovation and problem solving (E).
- 24 Confident (E).
- 25 Ability to work productively from home, the office and the community, as agreed, in an efficient manner (E)
- 26 Ability to travel regularly in a timely manner throughout Cambourne and outside of Cambourne when required (E)
- 27 Direct Experience of managing projects/events (E).
- 28 Experience of working with budgets (D).
- 29 An understanding of community dynamics and a commitment to empowering a diverse community to establish an inclusive community (E)
- 30 Good people skills. Tact diplomacy and discretion (E).
- 31 Able to research information (E)
- 32 Ability to contribute to the aims and objectives of the Council and Cambourne Town FC (E)
- 33 Knowledge of law and procedures of Health and Safety, Equalities Act 2010, Crime and Disorder, National Code of Conduct etc (E)





## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

### Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

### Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement  
Adopted 3<sup>rd</sup> November 2020



**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

**Cambourne Town Council Staffing Structure 2020-21**

