



## BURTON ALBION LADIES FOOTBALL CLUB

<b>Job Description</b>	
<b>Job Title</b>	Ladies First Team Football Manager
<b>Salary</b>	Voluntary role
<b>Hours of Work</b>	Hours are part time, based on fixed term hours to be agreed with your Line Manager on a weekly basis and such hours are not guaranteed. Hours are on a flexible basis and will include work during weekdays, evenings, weekends and on Bank Holidays and public holidays. Hours will be appropriate to suit the training and match schedules, development, structural and business needs of the Academy Department.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Responsible to</b>	Management Committee
<b>Overall purpose of the Role</b>	To manage all on and off field football activities for the Ladies first team to ensure that all players and staff are provided with coaching and support to enable them to compete and perform at the highest level.
<b>Duties and responsibilities</b>	<p>To ensure we have a competitive squad of players with a desire to succeed to their fullest potential.</p> <p>In partnership with the management committee, ensure that all expenditure falls within the allocated annual budget.</p> <p>In conjunction with the management committee negotiate all clearances and player registrations in accordance with appropriate FA and EFL rules.</p> <p>Represent the Club at relevant League Competition meetings.</p> <p>To attend all training sessions and matches played by the Club.</p> <p>Implementing a training programme in line with LTPD guidelines</p> <p>Ensure high standards of coaching delivery across the Ladies First Team and Reserves/U18 Teams taking into account current good practice.</p> <p>Developing and overseeing a continuous professional development programme, to include a comprehensive mentoring strategy, for coaches and support staff involved within the Club.</p> <p>Ensuring the Club adheres to The FA &amp; EFL standards for equality and in regard to safeguarding children and vulnerable adults.</p> <p>Formal monitoring and evaluation of Club Player and coach performance of the Club.</p>





Ensure that the Club adheres to The FA Rules and EFL Regulations and Competition Rules.

Ensure that the Club adheres to club Code of Conduct and Respect guidelines.

To work alongside the management committee on all appropriate team administration.

Monitoring and evaluate the players and coaches performance.

To be an ambassador for the Club and the women's football game and must be committed to further enhance the Burton Albion Ladies program to become trusted and reputable.

Demonstrate and uphold the values, ethos and standards of Burton Albion Football Club is known and respected for in football and the local community.

To work collaboratively with appropriate Community Trust staff to develop talented players to progress through the clubs high performance pathway. To have a strong interest in supporting and assisting in the development of the clubs Junior section.

To co-operate with the Club's Communication and Media Officer to promote the Club.

Attend annual staff appraisal with Line Manager

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the Club.

You may be required to undertake any other duties as may be responsibly requested

#### Equality & Safeguarding

Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the utmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership





	and openness with the child or vulnerable adult, families and the relevant local authority
<b>General</b>	<p>You will be expected to carry out your responsibilities with due regard to the Burton Albion Football Club policies and procedures in particular Health &amp; Safety, Financial Authorisation, Confidentiality and with regard to the GDPR data protection regulations.</p> <p>You must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers</p> <p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation</p> <p>All employees may be required to undertake any other duties as may be responsibly requested</p>
<b>Qualifications</b>	<p>UEFA B Licence          Safe Guarding Certificate          Emergency First Aid certificate (IFAiF)          Full driving licence          Enhanced DBS Disclosure</p>
<b>Experience</b>	<p>A proven track record in a managerial football position, delivering strong performances and results through outstanding leadership.</p> <p>The ability to manage elite age-group players will be essential          A proven ability to identify, recruit and develop talent.</p> <p>A good understanding of budget and expenditure controls.</p> <p>Strong existing relationships within the Women's Football pyramid.</p> <p>An experience and understanding of Safe Guarding and Welfare of players and staff will be paramount</p> <p>Organisation skills form an essential part of the role</p> <p>Working within a team environment</p>

