



COMMUNITY
SPORTS
FOUNDATION

Job information pack

FOOTBALL
DEVELOPMENT
OFFICER
{U6-U12 GIRLS}



OVERVIEW

At Norwich City Community Sports Foundation, we're passionate about creating opportunities in sport, disability, health, education, social inclusion, and employability. Every year, we empower over 45,000 individuals, contributing more than 800,000 hours of meaningful engagement.

We're proud to support some of the most disadvantaged, disabled, and talented individuals across Norfolk, offering a variety of impactful projects and programs designed to inspire and uplift.

Our success is driven by a dedicated team who make a difference every day by engaging, motivating, and empowering those we serve.

Are you ready to be part of something extraordinary and help us create lasting impact? This could be your chance to make a real difference!

Ian Thornton OBE,
Chief Executive Officer



ROLE OVERVIEW

Job Title: Football Development Officer (U6 – U12 Girls)

Salary: £24k–£27k + Benefits

Contract Type: Permanent

Line Manager: Football Development Manager (Girls)

Role Summary:

The role will lead the Foundation's U6 – U12's Girls Advanced Development Centre and Development Centre phase. In addition, the role will support the Girls Football Development Manager in the delivery of our other Girls pathway programmes.



ROLE SPECIFIC RESPONSIBILITIES

Programme management:

- To act as phase lead and oversee the day-to-day development, recruitment and delivery of the following female football programmes:
 - Girls' Development Centres (DC)
 - Girls Advanced Development Centres (ADC)
 - To support and assist with the development of coaching staff across the Girl's pathway and in-line with the Foundations coaching fundamentals.

Programme Delivery:

- To support delivery of the following programmes:
 - Academy Development Programme (ADP)
 - Emerging Talent Centre (ETC)
 - Female Further & Education Programme (FE)

Player pathways:

- To identify and support players with their progression (and regression) through the structured player pathway, including into the Norwich City Women's team.

Tours, tournaments and fixtures:

- To ensure comprehensive and beneficial fixture programmes are in place across our Girls' Development Programme pathway.
- To deliver both outbound and inbound tour experiences including taster sessions, residentials and fixture experiences.

Financial:

- To support the department with achieving key performance indicators

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
FA Level 2/UEFA C Qualification	✓	
FA Level 3/UEFA B Qualification		✓
Knowledge of developing and delivering programmes within a football setting.	✓	
Experience of coaching and developing female players	✓	
Excellent communication and interpersonal skills, with the ability to engage and motivate young people	✓	
Experience with working towards a budget		✓
Flexible and adaptable approach, with the ability to work evenings and weekends	✓	
Strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines, and adapt to changing circumstances	✓	
Strong understand of safeguarding, health & Safety & Risk assessments		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation's values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Football Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Complimentary discounts and offers across Foundation programmes
- 30-minute wellness workout included in daily working hours
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme
- Pension salary exchange

*Dependant on job role and/or contract type





OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth

Integrity

Belonging

Resilience

Pride

Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 21st April 2025

Interview Dates: 1st/2nd May 2025 or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: recruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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