

**Hibernian Community Foundation  
Job Description – Community Football Officer**

Role	<b>Football Development Officer</b>
Salary	£22-24k DOE
Hours	37.5hrs per week
Contract Type	Permanent
Report To	Head of Community Football
Direct Report(s)	Sessional Contractors
Start Date	TBC
Closing Date	Monday 14 <sup>th</sup> August 2023

**Opportunity**

To be responsible for the delivery & co-ordination of the Hibernian Community Foundation Community Football Programme. Our aim is support everyone, who plays football with us, to reach their full potential, both on and off the pitch.

**Key Duties:**

- Plan, prepare and lead on coaching sessions which align with the Foundation’s “Football for All” philosophy including Participation Hubs, Active Schools and Holiday Camps.
- Manage, coordinate, and deliver holiday camps across Edinburgh & The Lothians under the guidance of the HOCF.
- Manage, coordinate and deliver a festival series annually.
- Support the development and growth of Hibernian Community Foundation Community Football Programme.
- Administratively, operationally, and logistically provide a high level of customer service across all our programmes within the Community Foundation.
- Ensure child wellbeing and safeguarding is at the forefront of all activities.
- Co-ordinate and take a lead on all Community Football programme administration supporting the HOCF.
- Maintain strong communication with all members of staff and line management / support volunteers.
- Undertake all reasonable tasks assigned by senior management within the Foundation.
- Develop and build key working relationships with national governing bodies, local authorities, local organisations, and key partners.
- Build a strong and supportive working relationship with Hibernian FC staff and departments.
- To carry out any other administrative duties as and when required.
- To contribute to the ongoing review and continuous improvement of the Foundation objectives and administration.
- To embody and lead by example to staff/volunteers and players the Foundation and Club Vision and Philosophy.
- To participate in the organisations’ Staff Performance Appraisal system including noting the ongoing needs of your CPD.
- To adhere to all applicable Foundation policies as per the staff handbook.

### Key Relationships:

- Head of Community Football
- Boys' Community Academy Manager
- Girls' & Women's Academy Manager
- Hibernian Community Foundation, staff and management
- Scottish Football Association
- Hibernian Football Club – staff, partners, and groups
- Edinburgh Leisure
- Active Schools
- Local Authorities

### Competencies and Qualifications

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>UEFA C Licence (or working towards)</p> <p>Scottish FA Mental Health E-Learning Module</p> <p>Scottish FA Child Wellbeing E-Learning Module</p>	<p>Scottish FA Children's Licence</p> <p>HNC / HND in Sports Coaching or another relative subject or above.</p> <p>Safeguarding Qualification</p> <p>First Aid Qualification</p>
<b>Work Related Experience</b>	<p>Experience of managing staff, sessional staff, or volunteers.</p> <p>Minimum of 2 years administration experience in youth / grassroots sport.</p>	<p>Experience in community / grassroots sport management.</p> <p>Experience with player, coach &amp; volunteer recruitment, and management.</p>
<b>Personal Attributes</b>	<p>Excellent communication skills – both internally &amp; externally.</p> <p>Creative thinking with regards to programme development</p> <p>Confidence in delivering programmes autonomously with little support and guidance.</p> <p>Empathetic and supportive nature to participants' circumstances.</p>	

	<p>Excellent customer service skills.</p> <p>Motivated to succeed by meeting and surpassing targets.</p> <p>Flexible to change.</p> <p>Highly professional always.</p> <p>Must be willing to develop excellent communication channels for our players, parents, and coaches.</p>	
--	--	--

**How to Apply**

To apply please email your CV to [paul@hiberniancf.org](mailto:paul@hiberniancf.org) along with a detailed covering letter stating your experience and suitability for the role based on the key roles and responsibilities above.

You must include the role you are applying for in the email subject.

Interviews will take place at Easter Road Stadium week commencing 21<sup>st</sup> August with days and times TBC.

If you are successful following the interview process confirmation of the role will only be made upon receipt of a current PVG from Disclosure Scotland and 2 references.

All applicants will be considered for work without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.