

## **JOB DESCRIPTION**

JOB TITLE	FD Workforce Development Manager
RESPONSIBLE TO	Head of Football Davidenment
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DATE	February 2013
OVERALL OBJECTIVES	To manage, develop and deliver the projects within the FD Workforce Development Programme
MAIN RESPONSIBILITIES	Foundation grassroots teams
	Support managers and volunteers with day-to-day issues
	Develop managers and parents packs and keep up to date
	Organise relevant training for volunteers
	Achieve and maintain Community Charter Standard
	<ul> <li>Grow teams both male and female</li> </ul>
	<ul> <li>Develop and maintain relations with the FA, RF &amp; Monkton Leagues</li> </ul>
	Work closely with the Head of Football Development
	Coach Education workshops
	<ul> <li>Organise Coach Education workshop timetable</li> <li>Invite and develop relationships with guest coaches</li> </ul>
	Deliver occasional workshops
	Enhance the commercial side to the workshops
	Write and develop new packages
	Develop player pathway
	Map/attach accreditation to the programme
	Trainee Scheme
	<ul> <li>Support and develop trainees aged 16 - 19</li> </ul>
	Facilitate relevant and targeted training
	Work with participants to develop individual learning plans
	Monitor and evaluate scheme, producing recommendation reports
	for improvement
	<ul> <li>Ensure participants have relevant skills and support to access training, employment or education at the end of their course</li> </ul>
	Network with other providers to ensure best quality programme
	Develop Trainee handbook and keep updated
	Undertake trainee appraisals
	Ensure trainees are guided to progression routes on scheme completion
	Identify funding opportunities
	Complete M&E and grant returns
	Consider apprenticeships
	Volunteers & Work Placements
	Support volunteers and related issues
	<ul> <li>Develop safe practices and guidelines for volunteers</li> </ul>
	Develop volunteer handbook and keep updated
	Train staff in volunteer mentoring
	Ensure all paperwork accurate and up-to-date  Opending to the standard and a desiried to see a least a second and a s
	Coordinate timetables and administer work experience placements     Provide training and apprediction appartunities for valuations.
	<ul> <li>Provide training and accreditation opportunities for volunteers</li> <li>Coordinate placements (work experience, work &amp; university)</li> </ul>
	<ul> <li>Coordinate placements (work experience, work a university)</li> <li>Liaise with safeguarding officer</li> </ul>
	Development
	Identify PR opportunities and case studies
	Keep up to date with national trends and strategies
	Administration

	Work within the established administrative and financial systems to ensure smooth running/quality programmes  Manage, appraise and develop staff in line with Foundation of Light policies  Undertake staff observations, complete monthly reports, quarterly pro-v-act statistics and keep development plan and traffic lights up to date  Ensure database is up to date and accurate  Complete paperwork and ensure course files are correct and current  Contribute to the processes of forward planning, monitoring and evaluation and input data onto Foundation database  Manage and improve the development of health and safety practices.  Develop working practices in line with Foundation of Light Equality and Diversity, Data Protection and Safeguarding policies  Support wider Foundation team in activities and meeting of targets  Maintain the highest level of professionalism and confidentiality  Complete donor reviews and reports accurately and on time
You may also be required to carry	out other tasks, not listed, to assist in the efficient operation of our business.
At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.	
TECHNICAL SKILLS AND	Workforce Development training
KNOWLEDGE	Project development
	Qualification framework ICT expertise
	High level of literature
	Driving License
	Basic First Aid
	Safeguarding
Acceptance of the job description by the Employee:	
Signed .	
Print Name .	
Dated .	