



MILLWALL COMMUNITY TRUST JOB DESCRIPTION

Post:	Football and Sports Development Manager
Based at:	Millwall Community Trust, Millwall Lions Centre, Bolina Road, SE16 3LN
Position reports to:	Chief Executive Officer
Post Summary:	Millwall Community Trust (MCT) are looking for an experienced football and sports development manager. MCT has a strategy of encouraging sports participation through positive partnerships, and operates a number of programmes across the London Boroughs of Lewisham and Southwark. The role will involve management and development of new and existing programmes, ensuring the offer complies with all relevant regulation.
Salary grade:	£26k - £29K - Dependent on experience
Department:	Financial support
Length of contract:	Permanent
Notice period:	One month
Probationary period:	Three months
Hours:	5 days per week 40 hours per week.
Flexibility:	Flexibility is required from the post-holder to work effectively in a changing environment. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment.
Key responsibilities:	<p>Main duties and responsibilities</p> <ul style="list-style-type: none"> • Manage and develop the Sport & Football Development department • Develop links with primary and secondary schools, to offer a range of sport and football, healthy living and learning through sport programmes in and out of curriculum time • Develop and manage delivery of sport and football provision within local leisure centres in conjunction with the respective leisure providers • Develop and manage delivery of school holiday provision • Development of post 16 football/education academies • Development of the Coach Education programme • Develop usage of MCT All Weather Pitch Facility at lions centre and St Pauls Sports Ground • Manage and develop the MCT player development centre • Manage and develop Women's and Girl's Academy and grassroots football programmes <p>• Ensure that all requirements related to Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with MCT policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme</p>

	<ul style="list-style-type: none"> • To undertake any other relevant duties related to the further development, promotion and sustainability of the organization as set by the CEO • Work with Heads of Departments and, when appropriate, CEO to on MCT-wide funding streams, commissioning, grants and tenders

Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport • Experience of coaching a range of age groups • UEFA B Coaching License <ul style="list-style-type: none"> • Experience of managing staff or volunteers • Excellent understanding of Football in the Community programmes • Understanding of the benefits of physical activity for children • Up to date FA Emergency Aid and Safeguarding certificates <ul style="list-style-type: none"> • Ability to manage budgets <p>Desirable</p> <ul style="list-style-type: none"> • UEFA A Coaching License • FA Youth Module 1 or above • In depth knowledge of MCTs programmes <p>Personal qualities</p> <ul style="list-style-type: none"> • Ability to prioritise workload • Good presenting skills • Willingness to promote football in the community • Excellent interpersonal skills
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