

June 2022

# Women's and Girls' Officer

Candidate Pack



Bath City Foundation

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## About Bath City Foundation

The Bath City FC Foundation is an independent registered charity governed by a board of trustees. We offer high quality programmes that use the power of football to engage with people of all ages in our community of Twerton and BANES, supporting them with their physical and mental well-being.

We are based at Twerton Park and are a central part of the Bath City Football Club family working closely with the Club, Bath City Youth, the Academy and supporters to provide our community with a range of pathways that they take to engage with football.

We are continually inspired by our community and their achievements and believe that everyone can reach their goals and be the best that they can be. Our programmes are led by and tailored to meet the needs of our local BANES community.

Our community drives us to keep learning and finding innovative ways of working with them. We know that we cannot do this alone. We believe that it is crucial to work with key partners with specific expertise to help us to be the best that we can.

### **Our Aims & Objectives:**

We aim to work collaboratively and in partnership with local organisations, effect change and to support individuals to reach their potential. Through the promotion of inclusive football sessions, health and well-being activities with a focus on key areas of need, our objective is to deliver high quality support with passion and enthusiasm, whilst remaining locally led and grounded in the community

- To make the Foundation a sustainable organisation
- To identify areas of disadvantage and need within the community in line with our Mission

- To work in collaboration with others, to affect change through sport, health and wellbeing
- To work closely with Bath City Football Club to consolidate a 'BCFC Family'

Our Vision:

A healthy, happy, resilient Bath City Community.

Our values are:

- AMBITION
- INTEGRITY
- RESPECT

## Women's and Girls' Officer Role

We are seeking to appoint an enthusiastic person to work as part of the Foundation team and lead on the development of the Women's and Girls' offer within the Foundation.

Bath City Foundation has a tradition of providing opportunities for women and girls of all ages and abilities to participate in grassroots football.

The Women's and Girls' Officer will support the Foundation's football offering for all girls and women across Bath and BANES. The successful candidate will be responsible for supporting the development of our Girls' & Women's Football programmes. In addition to this, the Officer will also coach & lead delivery on a number of our key girls' Football Programmes.

This post will strengthen our existing offer through providing high-quality football coaching and playing pathways for all women and girls in our area.

The postholder will work in partnership with other partners eg, Bath City FC, Somerset FA, schools etc, within BANES to identify areas of greatest need and work together to develop pathways to enable women and girls to participate and enjoy playing football whatever their age or their ability.

**Salary: £20,000 - £22,000 depending on experience**

**Time commitment:** Full-time (37.5 hours) based at home or Twerton Park. These days and hours are flexible depending on the sessions running.

**Fixed Term:** for 2 years

## Objectives

- To support in organising and delivering effective training and fixture programmes
- To support in developing and delivering an effective recruitment strategy
- To support in working to achieve the budget set
- To act as a role model for all female players and potential future coaches
- To continue to develop all programmes within the girls' football remit
- To work and support the Foundation programme as a whole

## Role Specific Responsibilities

- To support with the delivery of an effective female football programme, promoting player and coach progression through BCFCF.
- To lead on all Foundation Women's & Girls' programme delivery.
- To support the day-to-day organising and development of all the Foundation's girls' programmes
- To ensure all coaches are aware of all session details and complete all necessary paperwork.
- To develop key working relationships with the Foundation's partners
- To support and work towards achieving budget targets which have been set and agreed with the Project Manager.
- To build relationships with all partners and beneficiaries within the programme

## Person Specification

Skills	Essential	Desirable
FA Level 2 coaching	√	
Excellent Communication interpersonal skills.	√	
Ability to work individually and as part of a team	√	
Organisation skills	√	
DBS disclosure, first aid and safeguarding qualifications	√	
IT Skills including Word, Excel and PowerPoint	√	
Self-motivated	√	
Dynamic and engaging person	√	
Understanding of data protection	√	
Passion and to desire to coach and make a difference to all participants	√	

Willingness to work some unsocial hours, including evenings and weekends	√	
Full driving licence	√	
Experience		
Experience of working within girls' football		√
Proven ability to engage effectively with female players		√
Ability to develop and provide feedback for coaching staff		√

## Safeguarding

Bath City Foundation acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable adults, and is committed to ensuring safeguarding practice reflects statutory requirements and responsibilities, government guidance, recognised best practice and complies with Premier League, Football League and National League rules. The Foundation expects all staff, players and volunteers to share this commitment.

## Equal Opportunities

Bath City FC Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

We are committed to safeguarding and promoting the welfare of children and young people, and applicants must undergo screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS). We expect all staff to share this commitment.

## Timetable and Recruitment Process

Interviews will be held on Wednesday 13<sup>th</sup> July.

Closing Date: 27<sup>th</sup> June 2022

If you are interested in applying for the post please send a CV and a letter of application to Mandy Gardner, Operations Manager at [mandy@bathcityfoundation.org](mailto:mandy@bathcityfoundation.org)