A yellow and blue logo

Description automatically generated with medium confidence

**Head of Girls Pathway**

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| Reporting to: Women’s General Manager |
| Location: Oxford United Sports Park, OX4 |
| Hours: Part-time 0.6FTE |

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| **Job purpose** |
| Oversee and drive the clubs girls programme. The Head of Girls role is to support the management of the coaching and support staff within the club, working closely with the General Manager. |
| **Accountabilities** |
| The role of the Head of Girls handles the day to day operations of the girls programme and includes meeting the criteria contained within the ETC Licence awarded by the FA.  • To help build and implement a full coaching structure, philosophy, and the age specific development needs of the players  • The HoG is responsible for the overall development and organisation of the programme activities and is the main point of contact for any enquiries.  • Ensure the development of girls with a view to produce players that are up to first team standard.  • The HoG will work closely with the General Manager and manage the FP lead and YDP lead.  • Ability to accommodate flexible working hours including evening and weekends.  • The HoG must be present at every training session each week, as well as home and away games, which includes the setup and management of home matchdays  • Management, development and recruitment of all technical staff and volunteers across the girls set-up, inclusive of coaches, medical, performance and welfare.  • Ensuring suitable levels of CPD for coaches and players  • Carry out relevant and dynamic appraisals that aid learning and development within the Club Philosophy  • To lead on the welfare of all persons within the girls programme in conjunction with the Head of Safeguarding  • Ensure concise, accurate and proactive communication of information across the programme, to players, parents and staff members  • Manage the trials and retention process, ensuring the highest levels of competition  • Organise pre-season fixtures, book venues and arrange officials where necessary  • Ensure facilities are booked in advance for fixtures and training  • Support, deliver and drive Club-wide strategies and objectives as set by General Manager  • Management of administrative duties to ensure the smooth running of the Club along with meeting the governance and criteria set by the ETC Licence provided by the FA.  • Ensure compliance with all the Policies and Procedures contained within the Staff Handbook, paying particular regard to the Equal Opportunities Policy and Health & Safety Policy and procedures at all times.  • Any other duties as deemed necessary by the General Manager. |
| **Skills, knowledge and experience** |
| * Qualification; Essential UEFA ‘B’, Preferable UEFA ‘A’ License or working towards * Strong working knowledge and passion for the Girls game * Substantial experience of coaching football and developing young players in a development focussed environment * Ability to work collaboratively in putting strategic documentation together whilst considering the wider picture * Excellent people management and communication skills * A proactive and ‘can-do’ mentality, with a solutions-based focus to problem solving * An excellent role model to all players and staff * Good organisation and attention to detail * Experience of managing coaches, players and volunteers * Flexibility to work evenings and weekends around the football schedule * Strong understanding of the FA rules and regulations * Strong understanding of the FA Safeguarding guidelines * Full driving licence and access to a vehicle * An Enhanced DBS (CRB) check will be performed before this role is offered |