

**Oxford United Women’s Manager**

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| Reporting to: Women’s General Manager |
| Location: Oxford United Sports Park, OX4 |
| Hours: Part-time 0.4FTE |

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| **Job purpose** |
| Oxford United Women’s team are looking for a Manager to lead and ensure the overall success of the team. This role will report to our General Manager and the successful candidate will be responsible in managing the team of staff, players and MDT, working towards the long-term plan of the club.  |
| **Accountabilities** |
| * To build a successful winning first team.
* Plan, prepare and deliver a training programme, with the help of the club coaches
* To attend all training sessions and matches played by the Club
* Manage and support your team of staff and players
* Ensure high standards of coaching delivery across the first team and development team considering current elite good practice.
* Ensuring the Club adheres to The FA standards for safeguarding.
* Develop a strong relationship with the girl’s player pathway and wider club.
* Represent the Club at relevant League Competition meetings.
* Ensure that the Club adheres to The FA Rules and Regulations and Competition Rules.
* Ensure that the Club adheres to Respect guidelines.
* Maintain positive relations and regular contact with key England International staff (Head Coach/Director of Elite Development/relevant age group coaches and Player Performance staff).
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| **Skills, knowledge, and experience** |
| * UEFA A Licence holder (or evidence that the candidate is working towards this qualification).
* FA First Aid
* FA Safeguarding
* Excellent communication skills with the ability to build meaningful, strong strategic relationships.
* Track record of consistent high performance in a professional environment.
* Strong existing relationships within the Women’s pyramid in England.
* Willingness to work evening and weekends.
* Ability to travel independently, when required.
* Ability to support the relationship management of players, parents & staffs.
* Ability to work independently and with internal and external teams.
* Excellent communicator, both written and verbal, who places high value on attention to detail.
* An ability to adapt quickly be flexible in the face of change and solution orientated.
* Ability to remain calm under pressure.
* Excellent organisational and time management skills.
* Enhanced DBS Check will be carried out
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