



# Wakefield Trinity Community Foundation

## Role Profile

### Description: Women & Girls' Football Development Officer

<b>Job Title</b>	Women & Girls' Football Development Officer
<b>Salary</b>	£8,000 per annum (0.5 FTE)
<b>Location</b>	Wakefield Trinity, The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY
<b>Hours of work</b>	Up to 20 hours per week
<b>Responsibility to</b>	Head of Education & Training
<b>Contractual Status</b>	Fixed term (to 31 <sup>st</sup> July 2022)
<b>Strategic Aims</b>	<p>Wakefield Trinity Community Foundation aim to deliver projects in the heart of the community by harnessing the power of sport, health and education to make a lasting, positive impact on individuals' lives.</p> <p>The Wakefield Trinity Community Foundation delivers a range of projects under the four principles of Sport, Health, Inclusion and Education. Sport is an engaging tool that allows our staff to work with a whole range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.</p>
<b>Strategic Aims of Role</b>	<p>Utilising the brand of Wakefield Trinity Ladies Football Club we will seek to engage more Women &amp; Girls to participate in Football both from a playing and coaching perspective.</p> <p>They will deliver on our Girls Football College Academy in partnership with Wakefield College, the Weetabix Wildcats centres, Player Development Centres and other sessional delivery in schools as required whilst signposting females of all ages to their local clubs.</p> <p>They will maximise matchday opportunities within the community and aim to increase spectators to watch Wakefield Trinity Ladies Football Club. In addition, they must create a positive relationship with Sister clubs, Sister Schools and other organisations.</p> <p>The Women &amp; Girls' Football Development Officer will report directly to the Head of Education &amp; Training and ensure a positive working relationship with Foundation management and Wakefield Trinity RLFC staff. They will ensure that all sessions are delivered to a high standard, providing teaching resource and lesson plans if required.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>Assist with the growth of the Wakefield Trinity Ladies FC brand in line with the Wakefield Trinity Community Foundation growth strategy.</li><li>Manage key stakeholder relationships with PE Coordinators, Coaches and Grassroots Community Club personnel.</li><li>Link Children into Community Grassroots Clubs – Exit strategy into local existing infrastructures.</li><li>Signpost potential funding and sponsorship opportunities to the Head of Foundation.</li></ul>

<p><b>Additional Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure schools &amp; Colleges receive the agreed activities.</li> <li>▪ Record observations and create case studies – Build evidence to secure further funding.</li> <li>▪ Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times – Working with the school/College and ensuring measures are in place.</li> </ul> <ul style="list-style-type: none"> <li>▪ Additional work for the Wakefield Trinity Community Foundation can be agreed with the line Manager at an appropriate additional rate.</li> <li>▪ Management and promotion of Wakefield Trinity Community Foundation camps and activities outside of term times upon agreement with line manager.</li> <li>▪ Attendance on courses to upskill and meet safeguarding standards.</li> <li>▪ Additional duties as required by Wakefield Trinity RLFC.</li> </ul>
<p><b>Skills Required</b></p>	<p>The Women &amp; Girls’ Football Development Officer is required to be professional, smart, honest, competent, punctual and deliver excellence in their role. You are required to be confident, display good communication skills and be an effective team player.</p> <p>You will be able to manage your workload accordingly and ensure deadlines are met. You will have the skills to be able to deliver quality and ensure that guarantees to organisations or people are met. You will build and maintain relationships with Schools/Colleges through excellent interpersonal skills.</p>
<p><b>Qualifications Required</b></p>	<p>A qualification or experience relating to the role is preferred but not essential.</p> <p>Minimum requirements are – FA Level 2, FA Safeguarding, FA First Aid, DBS.</p> <p>Desirable requirements are – AfPE Level 3, UEFA B qualification</p> <p>A driving licence and vehicle are a requirement of the job. Expenses provided.</p>

**I have received the role profile and accept its description and conditions.  
I understand my role profile may change and I will be given sufficient notice of the changes.**

<p>Name _____</p> <p>Signed _____</p> <p>Position _____</p> <p>Date _____</p>	<p>Name _____</p> <p>Witness Signed _____</p> <p>Position _____</p> <p>Date _____</p>
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# Wakefield Trinity Community Foundation



**Address:** The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY  
**Telephone:** 01924 211611 **Website:** [www.wakefieldtrinityfoundation.co.uk](http://www.wakefieldtrinityfoundation.co.uk)  
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**Company number: 05899518 - Registered Charity Number: 1119077**