

JOB DESCRIPTION

Job Title: **Schools & Futsal Manager**

Location: **National Football Stadium, Belfast**

Responsible to: **Director of Foundation Development**

Salarybracket: **£28k - £33k plus car allowance**

**Role family: Professional**

Duration of Post: **Permanent**

PURPOSE OF THE JOB:

To take lead on the delivery of multiple major projects and strategies within the Football Development Department. To manage partnerships with various stakeholders and line manage teams in delivering their programmes throughout Northern Ireland.

MAIN DUTIES AND RESPONSIBILITIES:

1. Line manage the DENI Sports Programme Co-ordinator, Schools and Futsal Officers and Education Officers, reporting on progress monthly to the Director of Foundation Development.
2. Deliver the Irish FA Schools Strategy within budget, alongside the IFA Schools Strategy Sub Group. Ensuring that the Irish FA Schools Strategy is launched and delivered.
3. Create new innovative programmes to engage Grammar Schools that don’t traditionally play football.
4. Develop more social and fun football opportunities via School/Club links.
5. Create partnerships to popularise football via the development of world-class online learning resources that support teachers and students in all subjects; not just PE. Outsource as necessary.
6. Re-launch new Football For All Quality Mark – with a focus on building the capacity of teachers.
7. Organise student teacher training in coach education/referee education.
8. Ensure delivery of innovative holiday camps, generating income for the Foundation.
9. Manage key stakeholder partnerships to sustain Let Them Play Officers.
10. Deliver a nationwide Football for All coaching programme within the education sector to females between Key Stage 2 and Key Stage 4.
11. Manage the development of the new UEFA Schools Project and Disney Playmaker programmes.
12. Develop a Foundation Football College at the National Football Stadium to be launched in 2022.
13. Work in partnership with NISFA to deliver a range of District Primary Finals, District Post Primary Finals, NI Schools Cup Quarter Finals Day and Schools Cup Final. Manage Translink Gold Cup and add girls section.
14. Deliver a Schools Quality Mark Programme for Primary and Post Primary Schools. Monitor and evaluate the programme and review on an annual basis.
15. Support NISFA in the delivery of School Boys International Squad Programmes for Juniors and Seniors (training and match day programmes).
16. Develop and deliver the new IFA Strategy for Futsal within both the domestic and International game working closely with the NI Futsal Federation.
17. Work in partnership with Disability Manager to engage with those with a disability in mainstream education and mainstream clubs. Support Disability Manager to coordinate and deliver Disability Community Cup.
18. Work with NISFA to support regional School Football and Futsal competitions; and National Finals.
19. Ensure that all relevant programme and activity information is documented, collated and analysed so that progress towards outcomes can be demonstrated internally and externally.
20. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
21. Service the Irish Football Association’s policies in line with its development plans.
22. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practices.
23. Any other duties as may be reasonably requested from time to time.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the Association.

PERSONNEL SPECIFICATION

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| **Criteria:** | **Essential:** | **Desirable:** |
| **1. Education & qualification** | 1.1 Possess a third level qualification in a relevant sport/coaching/education related discipline or 4 years’ experience in a relevant sport/coaching/education related discipline. | 1.2 Hold a UEFA ‘B’ Licence coaching qualification or above (or equivalent qualification). |
| **2. Experience** | **2.1**  Have experience in leading a team to achieve strategic goals.  **2.2**  Have experience in managing budgets and delivering high-quality programmes within budget. | 2.3 Have experience working on IFA approved children’s coaching programmes.  2.4 Experience in presenting to Boards or Steering groups effectively.  2.5 Experience in supporting or assisting with Strategic Planning. |
| **3. Skills, knowledge & competencies** | 3.1 Effective communication (both written and oral) and interpersonal skills, with the capacity to develop an innovative partnership in education, community and club sectors.  3.2 Be able to demonstrate strong computer literacy skills and proven competency in using Microsoft Office applications such as PowerPoint, Word, Excel and Outlook.  3.3 Knowledge of Domestic and International Futsal leagues and competitions. | 3.4 Demonstrable thorough knowledge and understanding of the Irish FA Schools Strategy and Let Them Play Strategy. |
| **4. Personal disposition** | * 1. A team player who can work on their own initiative, organise and prioritise work effectively with a high degree of self-motivation and enthusiasm. |  |
| **5. Other requirements**  **(5.4-5.6 are post job offer)** | 5.1 Proof of eligibility to work in the UK.  5.2 Have a valid passport allowing unrestricted international travel  5.3 Have a clean driving licence and access to a car for business use  5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.  5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.  5.6 Enhanced Access NI checks with satisfactory clearance. |  |

Please note that the Association reserves the right to implement some of all the desirable criteria for shortlisting purposes.

The Irish Football Association is an equal opportunities employer. All appointments will be made on the basis of merit.