



## Job Description

<b>Job Title</b>	Girls Assistant Manager and Female Scholarship Lead
<b>Department</b>	Youth Development
<b>Reports to</b>	Head of Youth Development
<b>Location</b>	Cambridge United Football Club, CRC and Various Locations
<b>Salary</b>	£25,500
<b>Hours</b>	40 hours per week Monday-Friday Must be available to work weekday evenings
<b>Role Summary</b>	<p>To assist with the running and organisation of the club's girls centre programmes which involves over four hundred players and operates at eight venues across Cambridgeshire and boarding counties. Ensuring high quality opportunities for youth players, targeting new participation and raising the profile of Cambridge United FC.</p> <p>To manage the organisation and all operations of the female elite scholarship teams. This includes providing high quality coaching and support to all players within the programme.</p>
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"><li>• To assist the girls programme manager with all tasks in the organisation, management, communication and delivery of all girls centre programmes (girls emerging talent centre, girls elite centre, girls development centre and girls goalkeeping centre), which includes the recruitment and development/progression of players, delivery of training sessions, kit, fixtures, player reports and other additional opportunities/events.</li><li>• To be the player development lead for the girls emerging talent centre, supporting and assisting the centre manager (girls programme manager) with all ETC operations which includes the completion of the ETC audit when required.</li><li>• To lead all operations in the management, organisation, communication and delivery of the female scholarship programme. This includes delivering high quality coaching sessions, attend and lead the games programme, complete administrative tasks such as team sheets, monitor players performance/development, complete player reviews, match analysis and other events/duties.</li><li>• To lead the recruitment process where appropriate for all teams within the female scholarship programme.</li><li>• To deliver high quality coaching sessions to all female scholarship and girls centre players in line with the clubs philosophy and coaching curriculum. This involves ensuring that all players are adhering to the Clubs values and expectations.</li><li>• To assist with the recruitment, training and management of the required staff for the running of all the girls centres and female scholarship programme including the delivery of CPD/induction events.</li><li>• To attend and assist with the organisation and management of the youth development and scholarship tours.</li><li>• To assist with the management, promotion, organisation and delivery of the girls holiday programmes.</li><li>• To meet/exceed the financial targets for the female scholarship and girls centre programmes, as set by the Club. This includes creating, monitoring and evaluation of the relevant programmes budgets.</li></ul>



	<ul style="list-style-type: none"> <li>To work closely with CRC, the youth development team and wider club staff to ensure safeguarding standards, policies and actions are implemented/maintained appropriately.</li> <li>To manage the recording of the necessary statistics about the female scholarship and girls centre programmes e.g attendance, participation, growth within the centres.</li> <li>To actively keep and grow positive relationships with local grassroots clubs.</li> <li>To complete or assist with the required payroll process.</li> <li>To undertake personal CPD as appropriate to meet the demands of the role.</li> <li>To deliver the brand standards of outstanding customer service whilst ensuring a clear and effective line of communication is maintained across all departments.</li> <li>To promote and market all Club activities and programmes by appropriate means, as requested. The Communications Manager and the other Business Operations team members will assist you with this.</li> <li>Any other duties as requested by your line managers, Head of Youth Development or CEO.</li> </ul>
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

## Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
UEFA C in coaching football	✓	
FA Goalkeeping Qualification		✓
UEFA B award in coaching football		✓
Introduction to First Aid qualification	✓	
FA Safeguarding children workshop	✓	
Experienced in talent ID	✓	
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, Word and PowerPoint	✓	
Experience of working with player/parents in female football environments	✓	
Experience leading/managing people or teams	✓	
<b>Personal Qualities/Attributes</b>		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	



Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	

## Application Process

<b>Application Instructions</b>	Interested applicants should apply by submitting their CV and Cover Letter. Applications which do not include both documents will not be reviewed.
<b>Application Closing Date</b>	Sunday 9 <sup>th</sup> March 2025
<b>Interview Date(s)</b>	First Stage- Tuesday 18 <sup>th</sup> March 2025
<b>Start Date</b>	Monday 31 <sup>st</sup> March 2025
<b>Mission, Vision &amp; Values</b>	<p><b>Mission</b> Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p><b>Vision</b></p> <p><i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards &amp; Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p><b>Values</b></p> <p>We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
<b>Employability Statement</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
<b>Safeguarding Statement</b>	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.



**Equality,  
Diversity &  
Inclusion**

Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

[https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS\\_D74SpwW-ml7qBS4mdb6eJBkTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBkTQ/viewform)