



Job Description

Job Title	Youth Development Officer
Department	Youth Development
Reports to	Head of Youth Development
Location	Cambridge United Football Club
Salary	£25,500
Hours	40 Hours Per Week Must be available to work weekday evenings and home matchdays
Role Summary	<p>To manage and lead the operations of Cambridge United's school holiday courses, providing high quality opportunities for youth players, targeting new participation and raising the profile of Cambridge United FC.</p> <p>To coach within the youth development programmes, supporting the centre managers with the operations, recruitment and progression of players.</p> <p>To lead the delivery of mascot and other matchday packages which take place during home match days.</p>
Key Job Outcomes	<p>To lead and manage all tasks in the organisation and delivery of the Club's school holiday courses which includes the communications, marketing and planning of all courses.</p> <p>To coach and support the holistic development of players within the youth development programmes.</p> <p>To work closely with the programme managers within the youth development department to support with the operations of centres.</p> <p>To complete reports which will provide players with feedback on their technical, tactical, physical, psychological and social performance, helping identify top performing players suitable for progression.</p> <p>To recruit, train and manage the required staff for the running of the school holiday courses and matchday packages, including the delivery of CPD and induction events.</p> <p>To work closely with the youth development team to ensure safeguarding standards, policies and actions are implemented/maintained appropriately.</p> <p>To meet/exceed the financial targets for the school holiday courses as set by the Club. This includes the creation, monitoring and evaluation of the courses budgets and targets.</p> <p>To manage the recording of the necessary statistics about all school holiday courses and necessary youth development centres including attendances, participation and growth.</p>



	<p>To obtain the necessary timesheets from staff members, checking and signing off the required part of the payroll process.</p> <p>To deliver the brand standards of outstanding customer service whilst ensuring a clear and effective line of communication is maintained across all staff, programmes and departments.</p> <p>To promote and market all Club activities and programmes by appropriate means as and when requested. The Communications manager and the other business operations team members will assist you with this.</p> <p>Any other duties as requested by the Head of Youth Development or CEO.</p>
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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
FA Level 2/ UEFA C award in coaching football	✓	
FA Level 3/ 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 football environments	✓	
Experience in leading/managing an area/people or teams	✓	
Experience working in a high performing business environment		✓
Experience in coaching male and female football		✓
Personal Qualities/Attributes		
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	✓	
Excellent team player and motivator	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their Application Form, CV and Cover Letter, applications which do not include all documents will not be reviewed.
Application Closing Date	Sunday 23 rd February 2025
Interview Date(s)	Week commencing 3 rd March 2025
Start Date	March/April 2025
Mission, Vision & Values	<p>Mission 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>Vision <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & 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>Values 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>
Employability Statement	<p>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.</p>
Safeguarding Statement	<p>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.</p>
Equality, Diversity & Inclusion	<p>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</p>