



## Job Description

<b>Job Title</b>	Elite Scholarship Programme Manager
<b>Department</b>	Youth Development
<b>Reports to</b>	Head of Female Football & Boys Youth Development
<b>Location</b>	Various Locations, Cambridgeshire
<b>Salary</b>	£28,000 - £30,000
<b>Hours</b>	40 hours per week, worked flexibly
<b>Role Summary</b>	To be responsible for leading and managing the Cambridge Regional College Male & Female Elite Scholarship Programme including the administrative planning, recruitment, and design of the coaching curriculum
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"><li>• To support and manage the players and staff in the CRC Male &amp; Female Elite Scholarship Programme.</li><li>• To manage, review and implement the best strategy to continuously look at ways to enhance the programme.</li><li>• To manage key stakeholder relations with Cambridge Regional College, being the key contact for the programme.</li><li>• To ensure the Clubs values are adhered to by all players and programme staff within CRC Male &amp; Female Elite Scholarship Programmes.</li><li>• To manage the recruitment of players for all teams within the CRC Male &amp; Female Elite Scholarship Programme.</li><li>• To actively keep and grow positive relationships with local grassroots clubs, schools and colleges for the purposes of player recruitment.</li><li>• To recruit, train and manage the required staff for the running of CRC Male &amp; Female Elite Scholarship Programme including the delivery of CPD/induction events.</li><li>• To manage the CRC Male &amp; Female Elite Scholarship Programme budget, ensuring financial targets are met or exceeded.</li><li>• To ensure relevant regulatory matters relating to the CRC Male &amp; Female Elite Scholarship Programme teams are met.</li><li>• To undertake personal CPD as appropriate to meet the demands of the role.</li><li>• To complete the required payroll process.</li><li>• To assist with administrative and operational tasks related to the role.</li><li>• To attend meetings as directed by the Youth Development Manager within your timetable.</li><li>• To work closely with the appropriate departments to ensure the operation runs effectively and that a multi-disciplinary approach is followed.</li></ul>



- To work closely with the youth development team and wider club staff to ensure safeguarding standards, policies and actions are implemented/maintained appropriately.
- To compile performance reviews of the programmes on a quarterly basis
- To carry out any other duties as directed by the Youth Development Manager and the CEO.

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
Degree		✓
UEFA A License		✓
UEFA B License	✓	
First Aid qualification	✓	
Enhanced DBS, & FA Safeguarding Children Certificates	✓	
Experience of delivering excellent customer services	✓	
Able to communicate effectively	✓	
Good interpersonal skills	✓	
Personal Qualities/Attributes		
Takes responsibility for ensuring a high quality of work, with good attention to detail	✓	
A genuine team player who will support and motivate other members of the team	✓	
Is willing to go above and beyond to help others	✓	
Hard working, honest and humble	✓	



## 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>	Monday 23 <sup>rd</sup> June 2025
<b>Interview Date(s)</b>	W/C 30 <sup>th</sup> June 2025
<b>Start Date</b>	August 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> <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> We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key 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 are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know.

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://forms.office.com/e/WkrhMHMzzL>