

RECRUITMENT PACK



Job Description

Job Title	U18's JPL Girls Head Coach
Department	Women's Football Board
Reports to	Women's Football Board and Women's General Manager
Location	Bottisham Village College, Swavesey Village College, Matchday Locations
Salary	£80 per week or subject to experience
Hours	Must be available to work Monday and Thursday evenings and Saturday matchdays.
Role Summary	This is an exciting opportunity for a committed, ambitious, and motivated coach to develop our Under 18's female talent with a goal to progress players into the Women's First Team. Prospective candidates should be able to communicate well with others, including players, parents, coaching staff and committee members. They should ideally have previous experience with coaching women and girls although all experience will be considered.
Key Job Outcomes	<ul style="list-style-type: none">• To lead the organisation, delivery, and communication of the girls U18's JPL team which includes the delivery of training sessions, fixtures, trials and other additional opportunities/events.• Support and liaise with the CUWFC first team manager and other coaching/management staff when required.• To support with the creation, monitoring and evaluation of the U18's girls JPL budget.• Deliver feedback to the first team manager and CUWFC board on player progression and development.• Attend committee and staff meetings when required.• To comply with all regulatory requirements.• Support and promote a safe environment for all. Report any safeguarding concerns to the appropriate nominated individual at the earliest opportunity.• Consistently evaluate players' learning and development. Deliver honest and constructive feedback to players and parents, encouraging improvement and progression into the First Team where and when possible.• To manage the recording of the necessary statistics about all players and matches.• To support the recruitment of required staff for the U18's JPL girls' team• To actively keep and grow positive relationships with local grassroots clubs.

	<ul style="list-style-type: none"> • To uphold the wider CUFC club ethos, delivering the brand standards of outstanding customer service whilst ensuring a clear and effective line of communication is maintained across the team and club. • To promote and market all Club activities and programmes by appropriate means, as requested. You will be assisted with this by the Communications Manager and the other Club staff team members. • Any other duties as requested by the CUWFC board or management.
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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 award in coaching football	✓	
UEFA B award in coaching football		✓
Experienced and has knowledge of female 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 using VEO and match analysis		✓
Experience of working with player/parents in football environments	✓	
Experience leading/managing an area/people or teams	✓	
UEFA C award in coaching football	✓	
UEFA B award in coaching 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 and Saturdays	✓	
Hardworking and enthusiastic	✓	

Application Process

Application Instructions	<p>Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed.</p> <p>We reserve the right to conduct interviews during the application period. Should a successful candidate be found during the application period we reserve the right to close the role earlier than the advertised date.</p>
Application Closing Date	Monday 18 th August 2025
Interview Date(s)	Week commencing 25 th August 2025
Start Date	September 2025
Mission, Vision & Values	<p>Mission</p> <p>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.</p> <p>We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision</p> <p><i>Creating Memories</i></p> <p>We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i></p> <p>We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i></p> <p>We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values</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></p> <p>We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i></p> <p>We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i></p> <p>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.</p> <p>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.</p> <p>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 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.</p> <p>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 based on 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.</p> <p>https://forms.office.com/e/WkrhMHMzzL</p>