

# RECRUITMENT PACK



## Job Description

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| <b>Job Title</b>        | Women's First Team Assistant Head Coach  |
| <b>Department</b>       | Women's  |
| <b>Reports to</b>       | Women's First Team Head Coach and Women's General Manager  |
| <b>Location</b>         | Swavesey Village College and Matchday Locations  |
| <b>Salary</b>           | £15 per hour   |
| <b>Hours</b>            | 7 hours per week for 44 weeks (July to May), to include evenings (Tuesday's and Thursday's) and weekends (Sunday's).   |
| <b>Role Summary</b>     | <p>The Women's Assistant Head Coach will support the Women's First Team Head Coach in the planning, delivery, and review of all football-related activities. The role plays a key part in creating a high-performance, player-centred environment that promotes individual and team development while supporting competitive success.</p> <p>The successful candidate will assist in the design and delivery of training sessions, contribute to match preparation and tactical planning, and support matchday operations. They will provide high-quality technical and tactical feedback to players, help monitor performance, and contribute to post-match analysis and review processes.</p> <p>Working closely with the Women's head coach and wider support staff, the assistant head coach will help foster a positive, inclusive, and professional culture. The role requires strong communication skills, the ability to build trusting relationships with players, and a commitment to the physical, psychological, and social development of female athletes.</p> <p>The assistant head coach will also contribute to Club ambitions, player welfare, safeguarding, and adherence to club policies, while demonstrating a strong commitment to equality, diversity, and the ongoing development of the women's game.</p> |
| <b>Key Job Outcomes</b> | <ul style="list-style-type: none"><li>• Support the technical, tactical, physical, and psychological development of players in line with the club's playing style and philosophy.</li><li>• Contribute to the creation and delivery of high-quality training sessions that meet the needs of individual players and the team.</li><li>• Provide consistent, constructive feedback that supports performance improvement and long-term player progression.</li></ul>  |

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|  | <ul style="list-style-type: none"> <li>• Assist in match preparation, tactical planning, and opposition analysis to support competitive success, ensuring preparation and delivery meet the club's professional and performance standards.</li> <li>• Support post-match analysis which includes reviewing and actioning on video footage and processes to drive continuous team improvement.</li> <li>• Support the planning and delivery of structured, engaging, and purposeful training sessions.</li> <li>• Maintain high coaching standards that reflect best practice within the women's game.</li> <li>• Build strong, trusting relationships with players, promoting accountability, confidence, and motivation.</li> <li>• Support the head coach in delivering the club's short- and long-term performance objectives.</li> <li>• Support player wellbeing, welfare, and safeguarding in line with FA and club policies.</li> <li>• Maintain clear and effective communication with the Women's head coach, players, and club staff.</li> <li>• Support administrative and operational requirements where required.</li> <li>• Engage in ongoing CPD to enhance coaching knowledge and effectiveness.</li> <li>• Build a strong, positive team culture and help shape a competitive, committed squad that enables the players to thrive both as people and high-performance athletes.</li> <li>• Work closely with the Club's Women's management team, including other coaches, support staff, Women's general manager and the Board of Directors.</li> <li>• Support talent identification, recruitment, and retention aligned with the club's strategic goals and ambitions.</li> <li>• Help foster a positive, inclusive, and high-performance environment aligned with the club's values and ambitions.</li> <li>• Stay up to date with the latest coaching methodologies, league/cup rules and trends in women's football.</li> <li>• Always maintain honesty and integrity when working with players at the Club.</li> <li>• Represent the team and Club professionally at matches, league meetings and other relevant events.</li> <li>• Collaborate with other coaches across the Clubs Female Pathway.</li> <li>• Any other duties requested by the Women's first team head coach, Women's general manager, CEO or Women's Board.</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 |
|---|----------|-----------|
| Proven experience coaching or managing a women's football in a club, academy, college, or representative environment                              | ✓        |           |
| UEFA B Licence or working towards it  | ✓        |           |
| An in depth understanding of the women's football landscape and the ability to relate to players  | ✓        |           |
| Ability to create and maintain a positive, professional environment that supports player growth   | ✓        |           |
| A strong commitment to promoting equality and diversity in football   | ✓        |           |
| Strong understanding of the women's game and its physical, technical, tactical, and psychological demands/challenges                              | ✓        |           |
| Introduction to First Aid qualification   | ✓        |           |
| Enhanced DBS check  | ✓        |           |
| FA Safeguarding children workshop   | ✓        |           |
| Experience working within a team environment alongside a manager and wider staff  | ✓        |           |
| Experience in delivering high-quality coaching sessions (individual, team and unit based) under direction of the Manager                          | ✓        |           |
| Experience and understanding of developing elite level players, with the ability to observe, analyse and provide constructive feedback to players | ✓        |           |
| Experience with data analysis or performance monitoring   |          | ✓         |
| Strong network within women's football to support recruitment and partnerships  |          | ✓         |
| Knowledge of modern coaching methods and session design   |          | ✓         |
| Personal Qualities/Attributes   |          |           |
| Strong communication and interpersonal skills   | ✓        |           |
| Excellent organisational skills and attention to detail   | ✓        |           |
| Reliable and committed  | ✓        |           |
| Ability to work independently and as part of a team   | ✓        |           |
| Positive, professional and supportive manner  | ✓        |           |
| Willingness to work weekday evenings and weekends   | ✓        |           |
| Ability to build trust and rapport with players and staff   | ✓        |           |
| Calm under pressure and adaptable to changing situations  | ✓        |           |
| Passion for advancing the women's game  | ✓        |           |

## Application Process

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| Application Instructions | <p>Interested applicants should apply by submitting their application form, CV and Cover Letter, applications which do not include all 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 | 28 <sup>th</sup> January 2026  |
| Interview Date(s)        | Week commencing 2 <sup>nd</sup> February 2026  |
| Start Date               | 9th February 2026  |
| Mission, Vision & Values | <p><b>Mission</b></p> <p>Cambridge United aspires to compete at the highest level of English Football, 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><b>Vision</b></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 &amp; 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><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></p> |

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|  | <p><b>We achieve more through working together than alone and are United in Endeavour.</b></p> <p><i>Hard Work</i></p> <p><b>We are committed to learning and working towards our pursuit of excellence in everything we do.</b></p> <p><i>Humility</i></p> <p><b>We will celebrate each other's successes and recognise that no individual is greater than the collective.</b></p>   |
| <b>Employability Statement</b>             | <p><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></p>   |
| <b>Safeguarding Statement</b>              | <p><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.</b></p> <p><b>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.</b></p> <p><b>The post holder will be required to undergo Safeguarding training periodically.</b></p>   |
| <b>Equality, Diversity &amp; Inclusion</b> | <p><b>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.</b></p> <p><b>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.</b></p> <p><a href="https://forms.office.com/e/WkrhMHMzzL">https://forms.office.com/e/WkrhMHMzzL</a></p> |