

## Aberdeen FC Community Trust Job Description

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| <b>Name:</b>             |                               |
| <b>Job Title:</b>        | Football Team Lead            |
| <b>Line Manager:</b>     | Operations Manager            |
| <b>Line Manager for:</b> | Football Development Officers |
| <b>Date Started:</b>     | TBC                           |

### Overall Purpose of Job:

The primary role of the Football Team Lead is to provide supervisory level direction & lead the delivery of AFCCT football community initiatives.

You'll lead a team of Football Development Officers, manage programmes, while also mentoring staff and working closely with key partners including the SFA and local clubs.

This role combines leadership with hands-on delivery, ensuring high standards in safeguarding and health & safety across all activities.

There may be a requirement to deliver some initiatives, additionally, the postholder will be expected to spend significant time on location at the venues where these will be delivered.

### Main Responsibilities/Description of Duties:

- Lead and innovate in the football programme planning and delivery, ensuring high-quality services that are continuously evaluated and improved in line with AFCCT's strategic aims.
- Lead on project data collection, with set outcomes, and provide impact reports throughout the year measuring the difference football initiatives are making within the community.
- Lead the planning, implementation, and evaluation of other AFC Community Trust programmes and initiatives as detailed by your Line Manager.
- Ensure compliance with all aspects of AFCCT's Health and Safety Policy to take all reasonable care and attention for the health and safety of yourself, other employees and members of the local community who may be affected by relevant activities.
- Work regularly with staff to ensure that they fully understand their safeguarding obligations and work to support them in the implementation of all procedures and liaison with the Safeguarding Lead / Operations Manager.
- Build and maintain strong relationships with key stakeholders, while proactively promoting AFCCT football initiatives and values within the wider community.
- Ensure our activities meet customer needs and recognise potential complaint situations and make effective steps to avoid/and or resolve these issues in conjunction with the AFCCT Management team.

- Develop and deliver programmes within the budgetary constraints and resources available to AFCCT.
- Demonstrates strong problem-solving abilities, with the capacity to assess situations quickly and make effective decisions under pressure to support programme delivery and team management.
- A dynamic and creative approach to programme development, ensuring football initiatives remain engaging, innovative, and responsive to the needs of the local community and target audiences.
- Lead, support and develop the football team through effective recruitment, training, supervision and performance management, ensuring best practice and alignment with AFCCT policies and values.

*Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.*

**Person Specification: Experience/Qualifications/Training/Personal Qualities**

**Essential:**

- Applicants must be in possession of one or more of the following Scottish FA / UEFA Licenses, B license, Advanced Children License.
- Experience of managing personnel.
- Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals.
- Experience in developing and delivering bespoke programmes / initiatives.
- Previous experience of partnership/multi-agency working.
- Excellent communication skills, both verbal and written in a professional environment.
- Proven ability to work autonomously to meet targets and deadlines.
- Proven ability to work effectively as part of a team.
- Computer literate, in particular Word, Excel and PowerPoint and an ability to be administratively self-sufficient.

**Personal attributes:**

**Desirable:**

- In possession of or working towards Scottish FA / UEFA licenses; A License, Elite Youth A License.
- Demonstrated ability to support young people experiencing mental health challenges.
- Valid driver’s licence.

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| <ul style="list-style-type: none"> <li>• Commitment to performance, accountability and strong ethics of fairness and equality.</li> <li>• Personality, conduct and credibility that engages and instils confidence and respect when representing AFCCT.</li> <li>• Self-motivated, with ability to manage own workload, and to supervise the workload of others.</li> <li>• Experience of identifying and achieving relevant KPIs/targets.</li> <li>• Strong interpersonal skills.</li> <li>• Willingness and flexibility to work unsociable hours including evenings and weekends, as required.</li> </ul> |                                |
| <b>Signed by Employee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Signed by Line Manager:</b> |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date:</b>                   |