



**Job Title:** Football Development Officer

**Location:** Fir Park Stadium (with coaching delivery requirements across Lanarkshire)

**Contract:** Full-time, 35 hours per week, fixed term for 2 years

**Salary:** £22,932 - £25,000

**Reports to:** Football Development Manager

### **Working Pattern**

The role will mainly be carried out during programme delivery times and is expected to include:

- Mondays, Tuesdays & Thursdays: typically 2pm – 10pm
- Fridays: typically 12pm – 8pm
- Weekends: Saturdays or Sundays on a rotational basis

### **Purpose of the Role**

The Football Development Officer will be responsible for the coordination and delivery of MFCCTs Boys and Girls Community Teams and football development programmes. The role exists to ensure that high-quality, inclusive and accessible football coaching opportunities are available to children and young people in our community.

Working closely with players, coaches, parents/carers, partner organisations and national governing bodies, the postholder will provide leadership, guidance and support to ensure programmes are safe, well-organised and aligned with the Trust's values, safeguarding standards, and long-term football development plan. The Football Development Officer will play a key role in growing participation, raising the quality and consistency of delivery across the programmes, and create an environment where players and coaches enjoy football, feel supported and are proud to be a part of MFCCT.

### **Key Responsibilities**

- Assist in the planning and lead on the delivery of Boys and Girls Community Teams and football development programmes, ensuring high-quality and inclusive football participation opportunities for people regardless of ability.
- Support, mentor and develop volunteer coaches, including recruitment, induction and ongoing guidance in line with best practice.
- Maintain high standards of safeguarding, welfare and compliance across all activities, in line with Trust policies.
- Act as a key point of contact for parents and carers, building positive relationships and responding effectively to enquiries or concerns.
- Contribute to the wider work of the Trust by supporting events, initiatives and collaborative projects as required.

### **Essential Criteria**

- Minimum Scottish FA Children's Coaching Award (Level 1.3) or appropriate equivalent children's football coaching qualification.
- Experience of delivering or coordinating football programmes for children and young people in a Scottish community, grassroots or club setting.
- A strong understanding of safeguarding and welfare within youth sport, with the ability to follow and apply relevant policies and procedures.

- Good organisational skills with the ability to manage competing priorities of multiple teams, programmes and sessions.
- Commitment to equality, inclusion and creating positive experiences for all participants.
- Full UK driving licence and access to a vehicle.

### **Desirable Criteria**

- Minimum of Scottish FA Children's Coaching Licence (Level 2) or Scottish FA Youth/Adults Coaching Licence (Level 2) or appropriate equivalent youth/adult football coaching qualification equivalent.
- Sports first aid qualification.
- Formal qualification in sports management, coaching, or related discipline.
- Knowledge of the Scottish FA's National Player Pathway and Coach Education framework.
- Experience of working with children and young people with additional support needs.
- Experience of using digital tools for administration (Comet), communication (Spond) and registration (ClassForKids).

### **Personal Attributes**

- Passionate about football and community development.
- Professional, approachable, and able to build positive relationships.
- Highly motivated and self-directed, with strong attention to detail.
- Resilient with the ability to adapt and work efficiently under pressure.
- Committed to equality, diversity, and inclusion.
- Strong communicator and team player.

### **How to Apply**

To apply, please submit a covering letter outlining your suitability for the role and a current CV detailing relevant experience and qualifications. Applications should be sent to [community@motherwellfc.co.uk](mailto:community@motherwellfc.co.uk) by 12pm on Thursday 29 January 2026. Please contact Nathan Wallace, Football Development Manager, at [nathan.wallace@motherwellfc.co.uk](mailto:nathan.wallace@motherwellfc.co.uk) with any informal enquiries.

### **Safeguarding**

Motherwell FC Community Trust is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expect all staff and volunteers to share this commitment. As this role involves working with vulnerable people, the successful candidate will be required to undergo an enhanced PVG check prior to commencing employment.